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# Manual de Correspondencia: With Exercises, Notes and Vocabulary

Ventura Fuentes, Alfredo Elías



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# MANUAL DE CORRESPONDENCIA

WITH EXERCISES, NOTES, AND VOCABULARY

BY

VENTURA FUENTES AND ALFREDO ELÍAS

THE COLLEGE OF THE CITY OF NEW YORK

New York

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## PREFACE

THIS book is designed to be taken up early in the course, and is primarily intended to be an introduction to the art of writing social and commercial letters in Spanish. For that purpose are presented fifty-six Spanish letters, and forty-one exercises based on them, dealing with a wide range of subjects, and full of the formulæ, phrases, and abbreviations most commonly used in Spanish letter-writing.

It is obvious, however, that knowledge of epistolary usage alone does not give the ability to write a good Spanish letter. Knowledge of grammar is also necessary. It has been our experience that students who are studying commercial correspondence soon learn a number of stereotyped phrases, but use them with little regard for grammatical constructions. This book is intended, therefore, to be not only a guide to letter-writing, but also a composition-book for practice in writing good Spanish. The notes to the Spanish letters have been made very exhaustive in order to explain fully all grammatical difficulties, and the exercises are designed to give the student an opportunity to use the grammatical knowledge thus gained.

In the preparation of the exercises, we have attempted to frame them in such a manner that everything in each one of them should be found, either in the model letter or letters on which it is based, or in the notes to the exercises.

We have attempted, moreover, to bring out in them as great a variety of grammatical points as possible: here, the use of a subjunctive; there, the use of some common but difficult grammatical construction; again, the use of some idiom; thus making the book more useful, we hope, as a composition-book.

The teacher should require the student to study carefully each Spanish letter, with all its notes, before attempting to write the corresponding exercise. Not only may all the words in each exercise be found in the model letter on which it is based, but also all the grammatical constructions. If the models be thoroughly understood, there will be no difficulty in turning the exercises into well-written and natural Spanish letters.

Most teachers like to do as much oral work as possible in the class-room, and are unwilling that their students should neglect the reading aloud even of written composition-work. In order that all the letters of this book may be read aloud, the necessary directions have been supplied in the notes.

Although, as stated on page 219, the excessive use of abbreviations is to be avoided in letter-writing, it is often necessary to translate Spanish letters which teem with them. A very complete table of Spanish epistolary abbreviations has, therefore, been placed at the end of this book, where it may be easily used for reference.

It will be noted that stressed *ui*, throughout this book, appears without the accent mark, in conformity with the practice followed in the books of this Series and many other recently published texts. This is not strictly in accordance with the grammar of the *Real Academia Española*, which states that in a few exceptional cases *ui*



does not form a diphthong, and in these cases, therefore, should bear the accent mark when stressed. The exceptions are so few, however, that for the sake of uniformity, and to avoid confusion, it has been thought best to omit the accent mark in all combinations of *ui* in this book.

We feel that we cannot close this foreword without an expression of appreciation and thanks to the editor of this series, Professor Frederick B. Luquiens, of Yale University, and we gratefully acknowledge our indebtedness to him, and extend our sincerest thanks. Professor Luquiens not only has given much very helpful and practical advice as to the plan and scope of this book, but has devoted much time and labor to reading the manuscript, making many suggestions for changes and additions, and we are confident that if the book proves useful and practical, it will be due in no small measure to him.

V. F.

A. E.





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# MANUAL DE CORRESPONDENCIA

## REDACCIÓN DE UNA CARTA

Al escribir <sup>1</sup> una carta se empieza <sup>2</sup> generalmente con la fecha, poniendo primero el nombre del lugar en que se escribe,<sup>3</sup> luego el día del mes,<sup>4</sup> luego la preposición *de* con el nombre del mes,<sup>5</sup> otra vez la preposición *de*, y por último el año, v.g.,<sup>6</sup>

Buenos Aires, 4 de enero de 19—. <sup>7</sup>

Muchos prefieren, sin embargo, escribir la fecha al pie de la carta, después de la firma, sobre todo en correspondencia social.

Sigue después el nombre de la persona a quien se dirige la carta. Si reside en la misma población, se escribe debajo la palabra "Presente," así :

Sr.<sup>8</sup> Fulano de Tal,<sup>9</sup>  
Presente.

Si la persona reside en población <sup>10</sup> distinta, se pone el nombre de esa población.

Cuando se escribe a una persona de la misma familia o a un amigo de confianza, se puede suprimir el nombre en el encabezamiento.

En lo comercial,<sup>11</sup> las cartas suelen empezarse <sup>12</sup> con una de estas formas :



Muy Sr. mío : <sup>13</sup>

Muy Sr. nuestro :

Muy Sres.<sup>14</sup> míos :

Muy Sres. nuestros :

En el primer <sup>15</sup> caso, se puede añadir para más cortesía :  
“de toda mi consideración” o “de mi mayor aprecio.”  
En el plural no se usa esa forma.

Las fórmulas de saludo varían en lo social <sup>16</sup> según el grado de amistad o de confianza de las personas que se cartean ; <sup>17</sup> así se dice :

Muy Sr. mío, de mi más distinguida consideración :

Muy Sr. mío, de mi mayor (más alta) consideración :

Estimado (Apreciable) señor :

Estimado Sr. y amigo :

Querido amigo (padre, hijo, hermano, etc.) :

Inolvidable amigo (padre, hijo, hermano, etc.) :

Hay que observar <sup>18</sup> que como único signo de puntuación después de esos encabezamientos, sólo se admiten los dos puntos.

Terminado el cuerpo del escrito, y antes de la firma, se cierra la carta con cualquiera de las formas siguientes :

Quedo (Quedamos) de Vd. (Vds.) atto. (attos.) S. S.

Aprovecho esta ocasión para ofrecerme a sus órdenes atto.  
y S. S.

Sin otro particular, quedo de Vd. atto. y S. S.

Me repito atto. y afmo.

Me reitero afmo. S. S.

Afmo. S. S.

S. S. S.

S. S.

Antes de empezar una carta hay que estar seguro de si <sup>19</sup> se tiene que dirigir <sup>20</sup> a una o a varias personas para usar el singular o el plural, según convenga.<sup>21</sup> Nombres como: Mateo Cáceres y Almeda,<sup>22</sup> José Oriol Martí y Camacho, Juan de la Cruz Martínez y Valera, no son, por largos que parezcan <sup>23</sup> a personas de habla inglesa, más que <sup>24</sup> nombres de un solo individuo.

Asimismo hay que estar seguro de si la carta se escribe a una señora o a un caballero. Hay nombres que son comunes a ambos sexos, como Trinidad, Natividad. En este caso será prudente optar por la forma masculina. Si hay que dirigirse a la casa Vda. de Teodoro Llanza, por ejemplo, sabremos que se trata de la viuda de Teodoro Llanza, y que por consiguiente habrá que empezar <sup>25</sup> con la forma de "Muy Sra. mía" o "Muy Sra. nuestra."

Resulta <sup>26</sup> de muy mal gusto el usar <sup>27</sup> frecuentes abreviaturas en la correspondencia, como hacen algunos hombres de negocios. Frases cuajadas de <sup>28</sup> abreviaturas, como la siguiente, verbigracia, parecen más un jeroglífico que la expresión de un concepto en castellano corriente: "Muy Sr. n/: Embarcamos hoy por v/ 'Orión' 25 b/ harina por s/c, y el lun. seguirá fa. y B/L del resto, con fha. de hoy." <sup>29</sup>

La dirección se escribe en el sobre, poniendo en el centro el nombre de la persona a quien se dirige la carta; debajo del nombre, se escribe primero el de <sup>30</sup> la calle, y a continuación el número de la casa. Por último, en la línea siguiente, la población y el país; v.g.,

Sr. Alonso Crespo,  
Apodaca, 54,  
Madrid, España.

Las palabras "Post Office Box" se expresan en castellano con cualquiera de las siguientes: "Apartado," "Apartado Postal," "Casilla," "Casilla de Correos."

Si la carta se dirige a una persona que vive en casa de otra persona, se escribe primero el nombre de esta última persona, y luego, entre paréntesis, las palabras "Para entregar a" seguidas del <sup>31</sup> nombre de la persona a quien nos dirigimos. Por ejemplo, si escribimos a nuestro amigo Luis Calderón, que vive en casa de Tomás Portillo, pondremos:

Sr. Tomás Portillo  
(Para entregar a Luis Calderón)

Compárese <sup>32</sup> esta forma con la inglesa: "Care of."

En el ángulo superior izquierdo del sobre, los comerciantes y algunos particulares acostumbran estampar su nombre y dirección. El ángulo superior derecho se reserva para el sello.<sup>33</sup>

En los paquetes que se mandan por correo, se suelen escribir frases como las siguientes: "Mercancías sin valor," "Muestras sin valor." En las cajas que contienen algún objeto delicado, se escribe con grandes letras la palabra FRÁGIL.

**1. Al escribir:** *on writing.* The English participial noun ending in *-ing*, governed by a preposition, is rendered in Spanish by the infinitive governed by a preposition. When the preposition is *a*, the definite article is used before the infinitive, *a + el* being contracted to *al*.

**2. se empieza:** *one begins or you begin.*

**3. se escribe:** *it is written.* Spanish often uses the reflexive form of a verb to express a passive idea, especially if the subject is inanimate. When the agent is expressed, however, the real passive (i.e., some form of *ser* and a past participle) should be used: *la puerta es abierta por un criado, the door is opened by a servant.*



4. For the day of the month Spanish uses the cardinal numeral, except for *first*, which is pronounced *primero* and written *1º*.

5. The months are: *enero, febrero, marzo, abril, mayo, junio, julio, agosto, septiembre, octubre, noviembre, diciembre*.

6. *v.g.*: abbreviation for *verbigracia*, for example.

7. **19—**. In reading the Spanish aloud, say *mil novecientos y tantos*.

8. In Spain the abbreviation *D.* (= *Don*) is usually inserted between *Sr.* (= *Señor*) and a following baptismal name. But this is not usual in Spanish America.

9. **Sr. Fulano de Tal**: *Mr. So-and-so*. *Fulano* is used in Spanish when the baptismal name of a person is unknown; *de Tal* is used in the same way for the surname. It is of course understood that this expression is never used in actual letter-writing.

10. **en población**. Note the omission of the indefinite article. There are many English phrases which require an article (definite or indefinite) where the Spanish does not, and *vice versa*. Such phrases can be learned only by practice.

11. **lo comercial**: *the commercial*; i.e., *commercial usage*. *Lo* is used before the masculine form of an adjective to form a sort of abstract noun.

12. **suelen empezarse**: *are wont to be begun*; i.e., *are usually begun*.

13. **Muy Sr. mío**: *very Sir mine*; i.e., *My very dear Sir*. Notice that the longer form of the possessive is used, and that it must follow the noun.

14. **Sres.** For all abbreviations, see the List of Abbreviations at the end of this book.

15. **primer** = *primero*. Certain adjectives drop final *o* when used immediately before a masculine singular noun or adjective. They retain their full form when used alone or after a noun. The shortened forms are called 'apocopated forms.'

16. **lo social**: *the social*; i.e., *social usage*. See above, note 11.

17. **se cartean**: *write to each other*. This is the so-called reciprocal use of the reflexive pronoun.

18. **Hay que observar**: *it is necessary to note* or *one must note*. *Haber* followed by *que* and an infinitive denotes necessity. It is used only impersonally.

19. **hay . . . si**: *one must be sure (of) whether*.

20. **se tiene que dirigir**: *it must be addressed*. *Tener* followed by *que* and an infinitive denotes obligation or compulsion, and is equivalent to *must* or *have to* in English.

21. **según convenga**: *as may fit (best)*. The reason for the subjunctive is that this phrase is equivalent to *según lo que convenga*, *according to that which may fit best*. The subjunctive is used in relative clauses which refer to an indefinite antecedent.

22. **Mateo Cáceres y Almeda**. In Spanish-speaking countries all persons bear, in addition to the surname of the father (the family name), that of the mother before her marriage (*i.e.*, her maiden name). When a woman marries, she retains her family name and substitutes for her mother's the family name of her husband preceded by *de*. Thus, when María Castro y Fonseca marries Mateo Cáceres y Almeda, she becomes María Castro de Cáceres. Names are often shortened, however, in addresses. It is probable that a letter addressed to Mateo Cáceres y Almeda would be addressed simply to Sr. Mateo Cáceres.

23. **por largos que parezcan**: *however long they may seem*. The subjunctive is used after conjunctive expressions denoting concession.

24. **no . . . más que**: *only*.

25. **habrá que empezar**: *it will be necessary to begin*. See above, note 18.

26. **Resulta**. *Resultar* is often used in the sense of *to be*.

27. **el usar**: *using*. The infinitive is here used as a noun, and is the subject of *resulta*. Indeclinable parts of speech used as nouns are masculine.

28. **cuajadas de**: *filled with*. *De* is often to be translated by *with* or *by*.

29. This should be written as follows: "Muy Sr. nuestro: Embarcamos hoy por vapor 'Orión' 25 barriles harina por su cuenta, y el lunes seguirá factura y conocimiento del resto, con fecha de hoy."

30. **el de**: *that of*.

31. **del**: *by the*. See above, note 28.

32. **Compárese**: *let it be compared*; *i.e.*, *compare*. The subjunctive is used in independent clauses to express a command or earnest desire.

33. **sello** is the word used in Spain to mean *stamp*; in Spanish America *estampilla* is more usual.

# CARTAS PARTICULARES

## I

### EN LA ESCUELA SUPERIOR

Buenos Aires, 8 de marzo de 19—.

Querido Andrés :

Te <sup>1</sup> escribo lleno de la más viva satisfacción, puesto que puedo darte las mejores noticias acerca de mis estudios.

Las matemáticas, que tanto miedo me daban, empiezan a gustarme,<sup>2</sup> y hasta <sup>3</sup> hay días que obtengo muy buena nota. La historia se hace <sup>4</sup> a veces algo difícil con tantas fechas y tantos acontecimientos como hay que recordar;<sup>5</sup> pero con asiduidad y estudio voy saliendo del paso,<sup>6</sup> y aun<sup>7</sup> espero llevarme <sup>8</sup> una buena nota a fin de curso.

De lo que estoy mejor <sup>9</sup> es de castellano y literatura y de idiomas. Tengo muy pocas faltas en los ejercicios de composición, y estudio con el mayor gusto los autores españoles, desde el siglo de oro <sup>10</sup> hasta nuestros días. Me encanta el francés por su armonía, tan distinta de la del castellano; el inglés me agrada por su concisión.

El dibujo me deleita, y no hay miedo de que <sup>11</sup> me quede <sup>12</sup> rezagado. Siempre tuve afición a trazar bosquejos y a borrar cuanto papel <sup>13</sup> cae en mis manos.

El año próximo tendré que estudiar asignaturas como física y química, historia natural, filosofía, cívica y fisiología e <sup>14</sup> higiene.<sup>15</sup>



Dime tú cómo te va desde que te has graduado, y si has decidido la carrera que debes seguir. Explicame lo que haces, lo que piensas: si trabajas, si te diviertes, si lees, si escribes, si juegas, si paseas a pie, a caballo o en coche; en fin, toda tu vida de cabo a rabo.

Mientras espero tus gratas nuevas, recibe un abrazo de tu invariable amigo,

JOAQUÍN

1. Letters I and II of this book are supposed to be between very intimate friends. In these two letters, therefore, the second person is used. Since the student, however, will seldom have occasion to use that form of address in actual letter-writing, all the following letters are supposed to be between friends not so intimate.

2. **empiezan a gustarme**: *begin to please me*; i.e., *I am beginning to like*. *To like* is rendered in Spanish by *gustar*, which has the subject of *to like* as its indirect object, and the object of *to like* as its subject.

3. **hasta**, which usually means *until*, sometimes has, as here, the sense of *even*.

4. **se hace**: *makes itself*; i.e., *becomes*.

5. **hay que recordar**: *it is necessary to remember*. See note 18 on page 5.

6. **voy saliendo del paso**: *I go (along) getting out of the difficulty*; i.e., *I am getting along*.

7. **aun**. This adverb is written and pronounced in two ways: *aun* and *aún*. It is customary to use *aun* when the adverb precedes the word it modifies, and *aún* when it follows.

8. **llevarme**: *to carry away for myself*; i.e., *to get*. The ethical dative or dative of interest is quite common in Spanish. It is usually not to be translated into English.

9. **De lo que estoy mejor**: *of what I am better*. In English we should say *what I am best in*.

10. **el siglo de oro**. The golden century of Spanish literature extended from about the middle of the 16th to the middle of the 17th century. During that period flourished some of the most famous men in Spanish letters, such as Cervantes, Lope de Vega, and Calderón.

11. *no hay miedo de que*: *there is no fear (of) that*; i.e., *there is no danger that*. *De* before *que* is often to be omitted in translation.

12. *me quede*. The subjunctive is used after expressions of emotion (joy, sorrow, fear, wonder, etc.).

13. *cuanto papel*: *all the paper that*. *Cuanto* often means *all the . . . that*.

14. *e*: *and*. *Y* is changed to *e* when the word that follows begins with *i* or *hi*.

15. The nouns in this list would take the definite article if standing alone, for they are all abstract nouns. But it is more usual to omit the article in lists.

## II

### EL IDIOMA ESPAÑOL

Madrid, 10 de abril de 19—.

Querido Joaquín:

La tuya <sup>1</sup> del 8 del ppdo.<sup>2</sup> me ha producido la mayor satisfacción, tanto por las buenas cosas que en ella me dices, como porque veo que eres de los primeros de la clase en la asignatura de castellano<sup>3</sup> y literatura.

Me preguntas cómo me va <sup>4</sup> desde que me he graduado. Pues me va divinamente. No he decidido aún la carrera que debo seguir; por ahora sólo <sup>5</sup> me dedico a estudiar el idioma y la literatura de España, y cuanto más estudio ambas cosas, mayor es <sup>6</sup> mi entusiasmo por este bellissimo idioma.

Pocos habrá <sup>7</sup> que se den <sup>8</sup> cuenta de <sup>9</sup> que fuera <sup>10</sup> de España se habla el castellano en la Argentina, Bolivia, Colombia, Costa Rica, Cuba, Chile, el Ecuador, El Salvador, Filipinas, Guatemala, Honduras, Méjico, Nicaragua, Panamá, el Paraguay, el Perú, Puerto Rico, Santo Domingo, el Uruguay y Venezuela. Que <sup>11</sup> la Argentina es más grande

que toda la Europa occidental, y que dentro de Buenos Aires cabrían seis capitales como Viena; que Méjico abarca mayor extensión que Austria, Alemania, Francia e Italia reunidas; que Bolivia, Colombia, el Perú y Venezuela son cada una de ellas dos veces más grandes que cualquier<sup>12</sup> país europeo, excluyendo Rusia; que Chile es mayor que Austria Hungría y que el Ecuador abarca mayor superficie que Dinamarca, Bélgica, los Países Bajos, Grecia y Portugal; que las naciones de habla española ocupan una superficie total de un millón de millas cuadradas, o sea<sup>13</sup> mayor extensión que toda la Europa, incluso Rusia.

No es extraño que en una ocasión la revista de la "International Language Society," propusiera<sup>14</sup> el español como lengua internacional, dando como razón "el ser el español el idioma que se habla en mayor número de naciones y abarca mayor extensión que ningún<sup>15</sup> otro." En realidad, el español reúne condiciones excelentes para ser idioma internacional: es musical en su expresión y más fácil de aprender a leer y a pronunciar que ningún otro. Además, como basado<sup>16</sup> en el latín, se haría más fácil la enseñanza de este último idioma, cuya utilidad es notoria en la investigación científica. En una palabra: espléndido en su literatura, sería tan valioso en la esfera literaria y científica como en la comercial y social.

Muchas otras cosas pudiera<sup>17</sup> decirte sobre el mismo tema, pero prefiero que tú mismo te<sup>18</sup> tomes<sup>19</sup> el trabajo de averiguarlas. Cuando llegues<sup>20</sup> a conocer los literatos españoles que han brillado sin interrupción desde el siglo XVI<sup>21</sup> hasta nuestros días, darás por muy bien empleado<sup>22</sup> el tiempo que dediques a perfeccionarte en tan rico idioma.

Deseándote la mejor suerte en tus estudios, te abraza<sup>23</sup> tu amigo,

ANDRÉS



1. **La tuya**: *yours* ; i.e., *your letter*. *Carta* is understood before *tuya*. If this letter were not written to a very intimate friend, the phrase would be *su grata*, *your favor*.

2. **ppdo.** = *próximo pasado* ; *next passed* ; i.e., *last month*.

3. **castellano** and *español* are used interchangeably to mean the Spanish language.

4. **cómo me va**: *how it goes for me* ; i.e., *how I am getting on*.

5. **sólo**: *only*. *Solo* without the accent mark is an adjective, and means *alone*.

6. **cuanto más estudio . . . mayor es**: *the more I study . . . the greater is*. Correlative *the . . . the*, followed by a comparative, is usually expressed by *cuanto más . . . tanto más*, but *tanto más* may be replaced by *mayor*.

7. **Pocos habrá**: *there probably are few (people)*. This is the so-called future of probability. This construction is used to show that the action of the verb is probable in the mind of the speaker, although he does not feel absolutely sure. In Spanish no adverb of probability is necessary to complete the meaning. The English translation depends largely on the context.

8. **den**. The subjunctive is used in relative clauses which refer to an indefinite antecedent.

9. **se den cuenta de**: *realize*. See Letter I, note 11.

10. **fuera** is not here a verb. See the vocabulary.

11. Before this sentence supply the words *Pocos habrá*, etc., which began the preceding sentence.

12. **cualquier**. *Cualquiera* and its plural (*cualesquiera*) may drop the final *-a* when immediately preceding a noun.

13. **o sea**: *or let it be* ; i.e., *that is*.

14. **propusiera**. The subjunctive is used after impersonal expressions unless they denote certainty.

15. **ningún** = *ninguno*. See note 15 on page 5.

16. **como basado**: *since (it is) based*.

17. **pudiera**. This is really the conclusion of a condition contrary to fact: (*If I wanted to*), *I should be able*, etc. Usually the conditional is used in the conclusion of such a condition, but with certain verbs, of which *poder* is one, the *-ra* form of the imperfect subjunctive is more common.

18. **te** is not to be translated. See Letter I, note 8.

19. **tomes**. The subjunctive is used after expressions of desire.

20. **Cuando llegues**: *when you arrive*; i.e., *when you come*. The subjunctive is used after certain conjunctions when the verb refers to indefinite future time. The commonest of these conjunctions are: *antes que, así que, como, cuando, después que, en cuanto, hasta que, sin que, tan luego como*. It should be remembered, however, that these conjunctions require the indicative when the verb refers to definite time; for example: *Fumaba cuando llegué, he was smoking when I arrived*.

21. **el siglo XVI**. In reading aloud, say *el siglo diez y seis*. In naming centuries, chapters, pages, etc., ordinals or cardinals are used up to *ten* inclusive; from *eleven* on, the cardinals are more common.

22. **darás por muy bien empleado**: *you will consider very well employed*.

23. **te abraza**: *embraces you*; i.e., *bids you good-by*. The subject of *abraza* is *tu amigo*.

### III

## VIAJE POR TIERRA Y POR MAR

Nueva York, 25 de febrero de 19—.

Muy apreciable amigo:

Acabo de desembarcar<sup>1</sup> en este puerto sin la menor novedad (A. D. G.),<sup>2</sup> después de una felicísima travesía.

Muy triste me despedí de Vds.<sup>3</sup> en Torrelaguna, con el ánimo muy oprimido por el delicado estado en que dejé a mi tía Florencia. Los cincuenta kilómetros<sup>4</sup> que recorrimos en diligencia hasta Madrid, los<sup>5</sup> pasé como obsesionado por el recuerdo de aquellos felices días que transcurrieron en santa paz en la cariñosa compañía de todos Vds.

Hice el viaje de Madrid a Cádiz muy cómodamente en un coche cama del expreso. En el salón comedor del tren

tuve la agradable sorpresa de encontrar a Ernesto Terrades, el cuñado de Lola, que venía a los Estados Unidos para sus negocios de importación; de manera que hemos hecho la travesía juntos en el "Antonio López."

Nos embarcamos en Cádiz con tiempo ideal y mar bonancible. Pedimos camarote con dos literas en el centro del vapor, donde están los de preferencia.<sup>6</sup>

Como el mar no ha estado borrascoso más que un día, el cuarto, fueron muy pocos los pasajeros que se marearon. Todos se sentían en extremo felices de poder cruzar el océano sin temporal.

Con excepción de las horas de comer y dormir, nos pasamos toda la travesía a cubierta, ya dando largos paseos de proa a popa, ya espiando el horizonte para ver si descubríamos alguna embarcación compañera en nuestra soledad marítima. ¡Qué imponente resulta <sup>7</sup> verse flotando en alta mar, con agua y cielo por todo paisaje! <sup>8</sup>

En cuanto a pasajeros, los de siempre: <sup>9</sup> franceses, españoles, ingleses, alemanes, americanos del norte y americanos del sur en primera y en segunda clase; italianos y españoles en tercera clase, con rumbo a la Argentina, en busca de bienestar, de fortuna o simplemente del pedazo de pan <sup>10</sup> que les niega su propia tierra: emigrados llenos de energía y de ilusiones, la mayor parte en la flor de la juventud, ansiosos de medrar por el trabajo.

Ni en la aduana de Cádiz ni en la de ésta <sup>11</sup> nos han molestado mucho con la inspección del equipaje. Mi baúl y mi maleta fueron objeto no más que de un ligero reconocimiento,<sup>12</sup> y ni el saco de mano ni la manta de viaje sufrieron el menor fígoneo fiscal.

En el desembarcadero, Terrades y yo tomamos un automóvil que nos llevó a la fonda; y después de dejar



allí nuestro equipaje, dimos orden al chauffeur<sup>13</sup> de que nos llevara<sup>14</sup> a dar un paseo por el Parque Central.

Conque, adiós y no deje Vd. de escribirme<sup>15</sup> cuanto antes sobre el estado de salud de mi tía Florencia. Terrades me encarga que le envíe un apretón de manos y le diga con qué gusto recuerda aquellas cacerías por los cotos del Marqués de la Ensenada, en compañía de nuestros compañeros.

Siendo hoy domingo, todas las oficinas están cerradas,<sup>16</sup> y por consiguiente no he podido ver a nadie. Mañana, lunes, visitaré unos cuantos<sup>17</sup> clientes de la parte baja de la ciudad, y creo que podré salir para San Francisco a últimos de semana. Ya<sup>18</sup> le tendré al corriente.

Con saludos a todos, reciba un abrazo de su amigo,

LEANDRO

1. **Acabo de desembarcar:** *I have just landed.* *Acabar* followed by *de* and an infinitive means *to have just done* what is expressed by the infinitive. Only the present or imperfect of *acabar* may be used in this idiom.

2. **A. D. G. = a Dios gracias:** *thank God.* This is a very common formula, used by the Spaniard in mentioning some event which has been carried out successfully.

3. **Vds.** See Letter I, note 1.

4. **kilómetros.** A kilometer (1000 meters) is approximately six-tenths of a mile. The metric system is used exclusively in Spain and Spanish America.

5. **los** is in apposition with *kilómetros*. It is not to be translated.

6. **los de preferencia:** *those of preference*; i.e., *the best ones*. The definite article is usually substituted for a demonstrative before a relative clause or a phrase introduced by *de*.

7. **¡Qué imponente resulta . . .:** *How imposing it is. . .*. See note 26 on page 6.

8. **por todo paisaje:** *for all landscape*; i.e., *for one's only view*.

9. **los de siempre:** *those of always*; i.e., *the usual ones*.



10. **del pedazo de pan**: *of the piece of bread* ; i.e., *of the living*.

11. **ésta**: *this city*. In correspondence, *ésta* refers to the writer's city, *ésa* to the city of the person written to. The feminine is used because *ciudad* is understood.

12. **fueron objeto . . . reconocimiento**: *were subjected only to a superficial examination*.

13. **chauffeur**. This French word is pronounced in Spanish as if it were written in Spanish *chofer*.

14. **llevara**. The subjunctive is used after expressions of command.

15. **no deje Vd. de escribirme**: *do not fail to write me*.

16. **están cerradas**: *are closed*. But the student should notice that, in spite of the form of the English phrase, this is not a passive. *Están cerradas* means *are in a state of being closed*. The passive is formed in Spanish by *ser*. *Are closed* in the sense of *are being closed* (by some one) would be *son cerradas*.

17. **unos cuantos**: *a few*.

18. **Ya** here merely emphasizes the future tense. Do not translate it.

#### IV

### CEREMONIA DE BODA

Valencia, 12 de mayo de 19—.

Inolvidable Enriqueta :

Supongo que ya sabía V.<sup>1</sup> que mi prima Trinidad estaba comprometida para casarse con Luis Collantes. Pues bien : ayer se celebró la boda con toda solemnidad en la parroquia de San<sup>2</sup> Pablo. Bendijo la unión el Rdo. P. Eduardo Lavería.

El altar estaba profusamente iluminado<sup>3</sup> y adornado de flores. Al entrar la novia en el templo del brazo de su padre, el órgano tocó la Marcha Nupcial del maestro Granados. Vestía<sup>4</sup> elegante tocado de liberty blanco.

y encajes antiguos, manto tul y encaje, y llevaba en la mano un ramito de flores de azahar.

Terminada la ceremonia, nos dirigimos al Hotel Continental, donde se sirvió un espléndido banquete. La mesa estaba dispuesta en forma de herradura, tachonada de búcaros con ramilletes de bellísimos claveles dobles, nardos, gardenias, lirios de los valles, rosas, jazmines, violetas, lilas, jacintos, peonías, y cuanto de hermoso <sup>5</sup> crían los vergeles de Valencia.

En soberbios fruteros, alternaban con las flores las más vistosas frutas de la huerta valenciana: peras, ciruelas, cerezas, manzanas, melocotones, albaricoques, naranjas, melones, uvas.

Yo estaba sentada al lado de Beruete, el ingeniero de minas, aquel muchacho tan bromista que conocimos en casa de la familia Obregón. Nos hizo morir de risa <sup>6</sup> con sus ocurrencias, que jamás rebasaron los límites de la más exquisita urbanidad y cortesía.

En fin, que lo pasamos muy bien,<sup>7</sup> y hasta mejor de lo que <sup>8</sup> esperábamos, pues se tuvo el buen acuerdo <sup>9</sup> de suprimir los brindis. Todos nos retiramos muy satisfechos, y los novios se despidieron allí mismo <sup>10</sup> para Francia, donde piensan pasar la luna de miel.

Reciba el cariño de su amiga que desea abrazarla pronto,  
MARÍA

1. V., as well as *Vd.*, is used as the abbreviation of *usted*. Likewise *VV.* is used, as well as *Vds.*

2. *San* is the 'apocopated form' (see note 15 on page 5) of *Santo*. It is used before all masculine names of saints except those beginning with *Do-* or *To-*.

3. *estaba iluminado*. See Letter III, note 16.

4. *Vestía*: *she wore*. The verb *vestir* is usually used as an active verb meaning *to dress*, but it may also mean *to wear*.

5. cuanto de hermoso : *whatever of beautiful ; i.e., everything beautiful which.*

6. Nos hizo morir de risa : *he made us die laughing.*

7. que lo pasamos muy bien : *that we passed it very well ; i.e., we had a very pleasant time.* This is an elliptical construction ; some such expression as *le digo, I tell you,* is understood.

8. de lo que : *than.* Before a clause, *than* is expressed by *de lo que* when the comparison is with a statement or idea.

9. se tuvo el buen acuerdo : *the good determination was had ; i.e., they had the good sense.*

10. allí mismo : *there itself ; i.e., then and there.*

## V

### DE VACACIONES

Valencia, 3 de agosto de 19—.

Muy querida amiga :

Hace <sup>1</sup> ya dos semanas que no he recibido carta de V., y esto <sup>2</sup> no puede menos de extrañarme, <sup>3</sup> porque ya se acordará de que <sup>4</sup> cuando salí para el campo me prometió contestar mis cartas con la mayor puntualidad ; y la verdad es que hasta ahora lo había hecho. ¿ Es que está demasiado ocupada para acordarse de mí o le pasa algo más grave ?

Mi vida aquí, la de siempre. <sup>5</sup> Me levanto con el alba, y antes de desayunarme me voy a dar <sup>6</sup> un largo paseo como ejercicio matutinal, para abrir el apetito. Después de desayunarme, leo un rato el periódico debajo de un árbol tumbada en la hamaca, o bien hojeo algún libro o bordo un rato hasta la hora de irnos a la playa a tomar el baño.

Después del almuerzo, <sup>7</sup> si hace demasiado calor, <sup>8</sup> duermo una siestecita. Por la tarde salimos con Concha, Maruja, Soledad y las de Gómez <sup>9</sup> hasta la playa o bien a merendar cerca de algún manantial vecino, con algunas familias de la



colonia. Allí pasamos el tiempo agradablemente, charlando, riendo, cantando y burlándonos los unos de los otros.

Otras veces hacemos excursiones en carruaje o en automóvil a los puntos pintorescos de los alrededores, donde se disfruta de <sup>10</sup> paisajes soberbios; o bien nos llegamos hasta el río a remar o a pescar.

Los hombres no hablan sino de las cacerías <sup>11</sup> que <sup>12</sup> les esperan el mes que viene <sup>13</sup> en cuanto termine <sup>14</sup> la veda, y de los conejos y perdices a la cazuela que nos harán chupar los dedos de gusto. <sup>15</sup> El Notario ha comprado un magnífico lebre, y el Veterinario está ya preparando su hermosa jauría.

Por las noches <sup>16</sup> nos reunimos por lo regular en casa de la familia Viada, y mientras los papás juegan al tute o al tresillo, la gente moza baila de lo lindo. <sup>17</sup>

Como pasarlo mal, <sup>18</sup> no puedo quejarme. Sólo quisiera <sup>19</sup> que pudiese <sup>20</sup> V. estar con nosotras y divertirse también, en lugar de estarse achicharrando en un pueblo del interior. Estas poblaciones del litoral, aunque algo calurosas en el rigor del verano, ofrecen para mí el encanto irresistible del mar. ¡Y sobre todo las flores! ¡Qué flores sembró Dios por estas huertas de Valencia, amiga Aurora! ¿Es posible que haya <sup>21</sup> en el resto del mundo otras que puedan <sup>22</sup> igualarlas en belleza y en aroma?

Cuénteme lo que ha hecho durante estos últimos quince días, <sup>23</sup> y sepa que aguarda <sup>24</sup> impaciente <sup>25</sup> la contestación su invariable

ISABEL

1. **Hace . . .**: *It makes two weeks since*; i.e., *it is two weeks since* or *for two weeks*. In expressions of time the verb *hacer* often has the force of *for* in English.

2. **esto**. The neuter form is used because the pronoun does not refer to a single word, but to a sentence or idea.



3. **no puede menos de extrañarme**: *cannot less than surprise me* ; i.e., *cannot help surprising me*.

4. **se acordará de que**: *you will remember that*. *To remember is acordarse de*. The *de* is not to be translated.

5. **la de siempre**: *that of always* ; i.e., *the usual life*.

6. **me voy a dar**: *I go and take*.

7. In regard to the names of the three meals of the day, usage differs somewhat in the various Spanish-speaking countries. As a general rule, however, the first meal is called *el desayuno*, the noon meal *el almuerzo*, and the evening meal *la comida*.

8. **si hace demasiado calor**: *if it makes too much heat* ; i.e., *if it is too warm*. The verb *hacer* is used idiomatically instead of the verb *to be* to express the state of the weather.

9. **las de Gómez**: *the Gómez girls*. *Hijas* or *muchachas* is understood.

10. **se disfruta de**: *we enjoy*.

11. **no hablan sino de las cacerías**: *do not speak but of the hunting-parties* ; i.e., *speak of nothing but the hunting-parties*.

12. **que** is here a relative pronoun referring to *cacerías*. It is the subject of *esperan*.

13. **el mes que viene**. This is a very common way of saying *next month*.

14. **termine**. See Letter II, note 20.

15. **nos harán chupar los dedos de gusto**: *will make us suck our fingers with pleasure* ; i.e., *will make us eat with relish*.

16. **Por las noches**: *in the evening*.

17. **de lo lindo**. This is an adverbial phrase which means literally *in the fine (way)*. Translate: *to their hearts' content*.

18. **Como pasarlo mal**: *as to passing it badly* ; i.e., *as to having a dull time*.

19. **quisiera**: *I should like*. See Letter II, note 17.

20. **pudiese**. The subjunctive is used after expressions of desire.

21. **haya**. The subjunctive is used after impersonal expressions unless they denote certainty.

22. **puedan**. The subjunctive is used in relative clauses which refer to an indefinite antecedent.

23. **quince días** is commonly used in the sense of *two weeks*, just as **ocho días** is used in the sense of *a week*.

24. The subject of **aguarda** is the phrase *su invariable Isabel*.

25. **impaciente**: *impatiently*. Spanish often uses an adjective where English uses an adverb.

## VI

## RELACIÓN DE ENFERMEDADES

(CONTESTACIÓN A LA ANTERIOR)

Tarancón, 4 de agosto de 19—.

Muy querida Isabel:

Tiene V. razón al suponer<sup>1</sup> que me ha pasado algo grave. Es decir, a mí no me ha pasado,<sup>2</sup> a Dios gracias, pero sí a mi hermanito;<sup>3</sup> por más que peor hubiera podido suceder.<sup>4</sup> Le contaré a V.

Precisamente la tarde del mismo día que recibí su penúltima carta, Rafaelito a la hora de comer no quiso probar bocado, cosa rara en él, que siempre se sentaba a la mesa con un apetito atroz. Nos alarmó a todos verle cabizbajo, caídos los párpados, coloradas las mejillas, sin ganas de reírse<sup>5</sup> ni de bromear. Al preguntarle qué era lo que tenía,<sup>6</sup> contestó muy mohino<sup>7</sup> que sentía calofríos por todo el cuerpo. Como notamos que estaba calenturiento, después de acostarle le pusimos mostazas en las<sup>8</sup> piernas y así pasó la noche bastante tranquilo.

A la mañana<sup>9</sup> siguiente, se despertó a las siete, diciendo que le dolía mucho la garganta. “¿Será<sup>10</sup> resultado de una indigestión? ¿Será una angina?” nos preguntamos. Ya puede V. figurarse nuestra ansiedad. Sarampión, escarlatina, tifus, viruela, pulmonía, crup, todas las enfermedades habidas y por haber,<sup>11</sup> pasaron por nuestra imaginación. Llamamos al médico, y después de pulsar al enfermito, de hacerle sacar la lengua,<sup>12</sup> de tomarle la temperatura<sup>13</sup> con el termómetro y de examinarle la garganta, dijo ¡horror! que se trataba de<sup>14</sup> un caso de

difteria y que había que darle<sup>15</sup> inmediatamente una inyección de suero.

Imagínese V., Isabel, nuestra desesperación, y los días de zozobra que hemos pasado cuidando a Rafaelito. Por supuesto, tuvimos que sacar en el acto a María<sup>16</sup> y a Ramón por temor de contagio. A María la enviamos a casa de su padrino y a Ramón a casa de su abuelita.<sup>17</sup>

Por fortuna, con la inyección de suero diftérico, Rafaelito fué mejorando<sup>18</sup> y hoy está ya fuera de peligro. Dentro de unos días vendrán a fumigar la casa y podremos traer ya a los ausentes y estar otra vez reunidos en familia. ¡Le digo a V. que no es flojo el susto que hemos pasado!

No sé si sabrá<sup>19</sup> V. que D. Pablo Collantes murió de un ataque de apoplejía el martes pasado. Ese señor era el padrastro de aquella muchacha Gertrudis que se casó con un coronel y enviudó al poco tiempo.

Por lo demás, el resto de la familia vamos siguiendo bien,<sup>20</sup> aunque papá se queja de vez en cuando de la gota, y mamá dice que nunca va a verse<sup>21</sup> libre del maldito reuma en la rodilla.

Yo soy la única que no puedo quejarme. Aquel ataque que parecía iba a ser<sup>22</sup> enfermedad del hígado desapareció completamente, y no he vuelto a sentir ni sombra.<sup>23</sup>

Con lo que llevo dicho,<sup>24</sup> no extrañará que no le escribiese<sup>25</sup> antes, pues no quise alarmarla, y preferí ver en qué paraba lo de Rafaelito.<sup>26</sup> Ya sabe V. que en casos tales no se tiene la cabeza para nada.<sup>27</sup>

Perdóneme, pues, y escíbame largo y tendido, que ya sabe<sup>28</sup> que es grande mi goce al ver letra<sup>29</sup> suya.

Recuerdos cariñosos a los que pregunten<sup>30</sup> por mí, y reciba mil besos de su constante amiga,

AURORA



1. **al suponer**: *in supposing*. See note 1 on page 4.
2. **a mí no me ha pasado**: *it has not happened to me*. Note the use of the double pronoun *a mí* and *me* for emphasis.
3. **pero sí a mi hermanito**: *but yes to my little brother*; i.e., *but it has happened to my little brother* (with emphasis on the word *has*). The use of *sí* in this way is very common.
4. **por más que . . . suceder**: *although worse might have happened*. The subjunctive is used after conjunctive expressions denoting concession.
5. **sin ganas de reírse**: *without desires of laughing*; i.e., *without inclination to laugh*.
6. **qué era lo que tenía**: *what it was that he had*; i.e., *what ailed him*.
7. **mohino**: *fretfully*. See Letter V, note 25.
8. **las**: *his*. The definite article is frequently used instead of the possessive, especially when speaking of parts of the body or articles of clothing.
9. **A la mañana**. *A* here has the force of *on*, or may be left untranslated.
10. **¿Será**: *can it be?* See Letter II, note 7.
11. **enfermedades . . . haber**: *all diseases had and to have*; i.e., *all diseases known and unknown*.
12. **de hacerle sacar la lengua**: *after making him put out his tongue*. *Después* is understood before *de*.
13. **de tomarle la temperatura**: *after taking for him the temperature*; i.e., *after taking his temperature*. The dative of interest is often used in connection with the construction explained above in note 8.
14. **se trataba de**: *it was a question of*; i.e., *we were dealing with*.
15. **había que darle**: *it was necessary to give him*. See note 18 on page 5.
16. **sacar . . . a María**: *to get María out (of the house)*. The *a* is the so-called 'personal *a*.'
17. **abuelita**. *Abuela* means *grandmother*. The addition of the diminutive ending *-ita* adds a tone of endearment which it is difficult to translate. It may perhaps be best translated by *granny*.
18. **fué mejorando**: *went improving*; i.e., *gradually improved*.
19. **si sabrá**: *whether you know*. *Si* in the sense of *whether* is often followed by the future or the conditional.



20. *el resto . . . bien*: *the rest of the family we go on continuing well ; i.e., the rest of us are still in good health.* Note the third person subject *resto de la familia* with the first person verb *vamos*. The reason for this is that the writer includes herself in the *resto de la familia*.

21. *va a verse*: *is going to see herself.* *Ir* followed by *a* and an infinitive means *to be going to*.

22. *que parecía iba a ser*: *which, it seemed, was going to be.*

23. *no he vuelto a sentir ni sombra*: *I have not returned to feel even a trace ; i.e., I have not felt again even a trace.* *Volver* followed by *a* and an infinitive means *to do again* whatever is expressed by the infinitive.

24. *llevo dicho*: *I carry said ; i.e., I have said.* *Llevar* is frequently used as an auxiliary instead of *haber*. It is more emphatic than *haber*.

25. *escribiese*. The subjunctive is used after expressions of emotion (joy, sorrow, fear, wonder, etc.).

26. *en qué paraba lo de Rafaelito*: *in what the matter of Rafaelito was stopping ; i.e., how Rafaelito's case was going to end.*

27. *no se tiene la cabeza para nada*: *one hasn't a head for anything.* Observe that Spanish translates *anything* by *nada* (which means literally *nothing*) in a negative sentence.

28. *que ya sabe*: *for you know.* *Que* often is used for *porque*.

29. *letra* does not mean *letter*. See the vocabulary.

30. *pregunten*. The subjunctive is used in relative clauses which refer to an indefinite antecedent.

## VII

### EN UNA CASA DE CAMPO

San Juan, Puerto Rico.

16 de noviembre de 19—.

Estimado amigo :

Voy a darle a V. una gran <sup>1</sup> noticia. V. recordará que hacía tiempo deseaba <sup>2</sup> comprarme una casa en el campo, no muy cara, bien situada, a corta distancia de la ciudad.

Pues bien: he realizado mis planes y acabo de firmar <sup>3</sup> un contrato por el cual quedo dueño de la casa, pagando \$500 <sup>4</sup> al contado; y el saldo, o sean <sup>5</sup> \$2500, en plazos mensuales de \$30. De modo que la casa me cuesta \$3000 y no es cara, sino <sup>6</sup> muy barata, considerando que es una hermosa propiedad.

Se compone de planta baja, con un salón muy grande, comedor, cocina, despensa y dos cuartitos. En el primer piso <sup>7</sup> están los dormitorios, que son seis magníficas habitaciones, todas bien asoleadas y bien aireadas, y cuarto de baño con pila de mármol. En la parte superior de la casa está el desván, con un cuarto para la criada. Los sótanos son muy espaciosos, con sitio para almacenar carbón, leña y trastos viejos.

Rodea la casa un gran jardín con profusión de flores, y no falta el gallinero que vamos a llenar de aves <sup>8</sup> de corral en cuanto tomemos posesión <sup>9</sup> de la nueva propiedad, que desde luego tengo el gusto de poner a su disposición,<sup>10</sup> y que espero aceptará, aunque no sea <sup>11</sup> más que para venir a pasar unos días con nosotros. Sabe <sup>12</sup> le aprecia su amigo,

AUGUSTO

1. *gran* is the 'apocopated form' (see note 15 on page 5) of *grande*. It is used when the adjective immediately precedes its noun.

2. *hacia tiempo deseaba*: *it made time I was desiring*; i.e., *for some time I had been desiring*. Notice the use of the imperfect in Spanish, where we would use the pluperfect.

3. *acabo de firmar*: *I have just signed*. See Letter III, note 1.

4. \$500. In reading aloud, say *quinientos dólares*.

5. *o sean*: *or let them (the dollars) be*; i.e., *that is*.

6. *sino*. Spanish uses three words for *but*: *mas*, *pero*, and *sino*. The two former are interchangeable. *Sino* is used to introduce a positive statement that is contrasted with a preceding negative statement. In translating from English into

Spanish, never translate *but* by *sino* unless (1) it is preceded by a negative, and (2) unless it means *but rather* or *but on the contrary*.

7. In Spanish-speaking countries the *primer piso* corresponds to what we usually call the *second story*.

8. *vamos a llenar de aves*. See Letter VI, note 21, and note 28 on page 6.

9. *en cuanto tomemos posesión*: *as soon as we take possession*. See Letter II, note 20.

10. *que . . . disposición*: *which I forthwith have the pleasure of putting at your disposal*. A Spanish-speaking person hardly ever mentions his house without using some such courteous formula as this.

11. *aunque no sea*: *although it may not be*. *Aunque* is followed by the subjunctive unless the clause it introduces states a fact. Compare: *Iré aunque llueva*; *I shall go even if it rains*; and *Fui aunque llovía*; *I went although it was raining*.

12. In letter writing it is very common to omit *que*. The student is advised, however, not to omit it except in those phrases for which he finds a model.

## VIII

### CONTESTACIÓN A LA ANTERIOR

Ponce, Puerto Rico.

18 de nov.<sup>e</sup> 1 de 19—.

Apreciable amigo:

Gran placer me ha causado su grata, con la noticia de la compra de la casa de campo, que deseo disfrute<sup>2</sup> por muchos años en compañía de su esposa y de sus hijos.

Muchas veces había pensado yo hacer lo mismo,<sup>3</sup> y hasta había examinado los planos de algunas lindas casitas situadas en los suburbios de la ciudad, bien distribuidas en el interior, a distancia conveniente de los trenes y tranvías, con buena vista y llenas de comodidades; pero



cada vez que he estado a punto de firmar el contrato, pagando una pequeña suma por adelantado, he cambiado de modo de pensar <sup>4</sup> y he abandonado el proyecto. Siendo soltero como soy, ¿para qué quiero la casa? Lo mejor <sup>5</sup> es vivir en una casa de huéspedes o en una fonda, sin quebraderos de cabeza, dispuesto a marcharme a otra parte cuando no me traten <sup>6</sup> bien, sin compromisos con agentes de propiedades rústicas y urbanas, ni con nadie.<sup>7</sup>

Ha hecho V. muy bien; su caso es distinto del mío; V. está casado y puede gozar con su familia de <sup>8</sup> la casa, cuidándola y mejorándola para que sus descendientes la disfruten <sup>9</sup> más tarde.

Deseándole prosperidad y salud y con recuerdos a todos, queda suyo como siempre,

FERNANDO <sup>10</sup>

1. nov<sup>e</sup> = *noviembre*. The names of months are seldom abbreviated in Spanish. Those most frequently abbreviated, besides *noviembre*, are *septiembre* (*sept.<sup>e</sup>*) and *diciembre* (*dic.<sup>e</sup>*).

2. deseo disfrute. The subjunctive is used after expressions of desire. For the omission of *que*, see Letter VII, note 12.

3. lo mismo: *the same thing*. The neuter article *lo* is used with the masculine form of an adjective to give the idea of *thing*.

4. he . . . pensar: *I have changed in manner of thinking; i.e., I have changed my mind*.

5. Lo mejor: *the best thing*. See above, note 3.

6. traten. See Letter II, note 20.

7. ni con nadie: *or with any one*. Spanish does not use such words as *alguien*, *algo*, etc., in negative clauses; instead it uses the corresponding negatives, *nadie*, *nada*, etc., which usually have to be translated as *any one*, *anything*, etc.

8. de depends on gozar. *Gozar de* means *to enjoy*.

9. disfruten. The subjunctive is used after conjunctions denoting purpose.

10. Fernando is the subject of *queda* in the last line of the letter.



## IX

## TEMPORADA DE DESCANSO

Palma<sup>1</sup> de Mallorca, 15 de octubre de 19—.

Querido amigo :

Aquí me tiene V. en la *Isla Dorada*, dispuesto a olvidar, durante un par de meses al menos, los ferrocarriles aéreos y los subterráneos, el gentío que a la salida de las oficinas se precipita para sus casas apiñado en vagones o en tranvías, como sardinas en barril; la prisa de todos los momentos, la campanilla del teléfono, el estrépito que aturde y le pone a uno los nervios de punta.<sup>2</sup> En este oasis de la naturaleza, colocado sin duda por la mano de las hadas en el mar Mediterráneo, entre España y la isla de Cerdeña, todo es quietud, placidez, encanto para la vista y delicia para el espíritu.

Mallorca debe su fama de hermosa a la montaña costera. La brava sierra que forma la costa es como un gran contrafuerte que corre de noroeste a sudeste, cubriendo la llanura. Toda la costa es una maravilla luminosa. Diríase<sup>3</sup> que es una isla de piedras preciosas, de esmeraldas, de topacios, de rubíes, de amatistas, bañándose al sol en su propia sangre, pues el mar aparece como sangre de piedras preciosas.

La vista que se goza desde el estupendo mirador de Pollensa, es de aquellas que penetran tan hondo en el alma y en los sentidos, que jamás pueden olvidarse. Desde allí se contempla la *Isla de Oro* como una perla entre las dos conchas azules del cielo y del mar.

Es Mallorca una tierra bendita para vivir despacio y

moderadamente y para trabajar también despacio y moderadamente. Hay quien<sup>4</sup> les llama a los mallorquines,<sup>5</sup> holgazanes; mas es sin duda porque no padecen la febril ansia del trabajo que podríamos llamar económico, del que<sup>6</sup> es como castigo, del que es encarnizada competencia, del que es causa de las guerras; pero basta ver sus campos y las obras de sus artífices, para darse uno cuenta de que<sup>7</sup> trabajan, y trabajan bien. Trabajan con un trabajo que se podría llamar estético. Más que trabajadores son artesanos, en el más puro y noble sentido de esta palabra.

Los mallorquines son más industriosos que industriales. Grandes industrias de ésas que encierran como en un redil a grandes masas de trabajadores, no las hay;<sup>8</sup> ni hay tampoco esas chimeneas que en otras tierras ensucian de trecho en trecho el cielo y la tierra. Una de las industrias más desarrolladas en la isla, es la de<sup>9</sup> zapatería de calzado fino; y se hacen labores primorosas en calzado de señoras; pero eso lo hacen artesanos más que obreros,<sup>10</sup> o si se quiere<sup>11</sup> artistas, y lo hacen individualmente, cada uno en su casa.

Hago punto final,<sup>12</sup> pues me están esperando para la excursión a las cuevas de Artá, otra de las maravillas que ha hecho famoso el nombre de Mallorca.

Reciba V. los más cordiales afectos de su amigo que siempre le recuerda con agrado,

MIGUEL UNAMUNO

1. **Palma**, the capital of the Balearic Isles (a group of islands in the Mediterranean, belonging to Spain), is situated in Mallorca (called in English Majorca), the largest of those islands.

2. *le pone a uno los nervios de punta*: *puts for one the nerves on end*; i.e., *gets on one's nerves*.

3. *Diríase*: *one would say*. Contrary to the general rule, a pronoun object is sometimes appended to a verb form which is *not* an infinitive, a present participle, or an affirmative imperative, especially at the beginning of a sentence or clause. The student is advised, however, not to use this order unless the model letter contains the phrase.

4. *Hay quien*: *there is he who*; i.e., *there are some who*.

5. *les llama a los mallorquines*. Note the redundant use of *les*.

6. *del que* = *del trabajo que*.

7. *para darse uno cuenta de que*: *for one to realize that*. *Uno* is the subject of *darse*.

8. *no las hay*: *there is none*. *Las* refers to *industrias*.

9. *la de*: *that of*.

10. *eso lo hacen artesanos más que obreros*: *artisans, rather than workmen, do that*. *Lo* is here redundant, merely repeating the *eso*.

11. *si se quiere*: *if you please*.

12. *Hago punto final*: *I make (a) period*; i.e., *I must close*.

## X

### LA PRIMERA NEVADA

Madrid, 9 de enero de 19—.

Apreciado Sr.:

Hoy ha caído la primera nevada del invierno, con la circunstancia de venir acompañada de granizo. Mientras escribo, estoy oyendo el golpe seco que produce el granizo al dar <sup>1</sup> contra los cristales de la ventana.

¿Le extraña a V. que nieve <sup>2</sup> en Madrid? La mayoría de la gente de los Estados Unidos cree que en Madrid hace calor todo el año. Esto <sup>3</sup> es un error. Exceptuando el sud de España, en el resto el invierno es tan riguroso como en Nueva York. Por lo demás, el clima de la corte <sup>4</sup>



en el invierno, tiene de temible el viento del Guadarrama,<sup>5</sup> del que se dice que no apaga un candil, pero mata a un hombre. En esta época del año es preciso andar con mucho tiento para no coger una pulmonía.

Aquí, como en Nueva York, se ven las calles y los parques cubiertos de una capa de nieve; aquí, como allí, se pone<sup>6</sup> el suelo resbaladizo y hay que andar con cuidado,<sup>7</sup> para no caerse y romperse una pierna o un brazo. Hay que decir, sin embargo, que aunque el frío es intenso en el invierno, no nieva en España con tanta frecuencia como en el norte de los Estados Unidos.

Por acostumbrado que uno esté<sup>8</sup> a ver nieve, la primera nevada produce siempre una extraña impresión de novedad y de infantil alegría. Y sin embargo, no debiera<sup>9</sup> ser así, puesto que la nieve es precursora de muchas privaciones y de muchos sufrimientos entre los que carecen de pan y de albergue.

Dios haga<sup>10</sup> que en obsequio a esos desgraciados, venga<sup>11</sup> la primavera a sonreírnos muy pronto.

Siempre suyo,

ALFONSO

1. **al dar**: *on striking*.

2. **nieve**. The subjunctive is used after expressions of emotion (joy, sorrow, fear, wonder, etc.).

3. **Esto**. The neuter *esto* is used because the pronoun refers, not to a single word, but to the whole of the preceding sentence.

4. **la corte**: *the court*; i.e., *Madrid*. The capital of Spain is often referred to as *la corte*, because it is the official seat of the Court.

5. **tiene de temible el viento del Guadarrama**: *has of fearful the wind from the Guadarrama*; i.e., *has this fearful thing about it, the wind from the Guadarrama* (a range of mountains near Madrid).

6. **se pone**: *becomes*.

7. **hay que andar con cuidado**: *you have to go carefully*.



8. **Por . . . esté:** *however accustomed one may be.* The subjunctive is used after conjunctive expressions denoting concession.

9. **debiera.** See Letter II, note 17.

10. **Dios haga:** *may God make ; i.e., God grant.* The subjunctive is used in independent clauses to express a command or earnest desire.

11. **venga.** The subjunctive is used after expressions of desire.

## XI

### MEJORAS URBANAS

Buenos Aires, 30 de noviembre de 19—.

Estimado señor y amigo :

Le envío por este mismo correo un periódico de ésta <sup>1</sup> para que vea <sup>2</sup> las mejoras que se están proyectando llevar a cabo.<sup>3</sup> Se trata de <sup>4</sup> construir una nueva avenida, mucho más hermosa que la de Sarmiento, un nuevo parque y nuevas líneas de tranvías y trenes urbanos. Como verá, el proyecto está ya aprobado <sup>5</sup> y sólo falta <sup>6</sup> que se proporcionen <sup>7</sup> fondos para empezar las obras.

La nueva avenida partirá de la plaza de Moncayo, y terminará en el Hipódromo. Las casas serán todas de piedra, de cuatro o cinco pisos, con suntuosa entrada ; las aceras serán espaciosas y el arroyo de asfalto. A lo largo de la avenida se plantarán dos hileras de árboles, no se sabe aún <sup>8</sup> de qué clase, pero se cree <sup>9</sup> que serán plátanos o acacias. El alumbrado será de incandescencia. Los faroles que se construyen para este objeto son muy sencillos y elegantes.

El nuevo parque será una verdadera belleza, y se habla

de construir un invernadero que contendrá especies sumamente raras y notables.

Los bonaerenses estamos, pues, de plácemes,<sup>10</sup> por tener en el municipio empleados que se preocupan por el embellecimiento de la ciudad.

Si algún día vuelve V. por aquí, ha de sorprenderle lo mucho que se ha adelantado<sup>11</sup> en los últimos años.

Con recuerdos a su apreciable familia, disponga como guste<sup>12</sup> de su afmo. amigo,

EUSEBIO CORTÉS

1. ésta: *this city*. See Letter III, note 11.
2. vea. The subjunctive is used after conjunctions denoting purpose.
3. que se están proyectando llevar a cabo: *which are planning to carry themselves to an end ; i.e., which it is planned to carry out*.
4. Se trata de: *it is treated of ; i.e., there is a plan to*.
5. está aprobado. Notice that *estar* is used here, not *ser*. See Letter III, note 16.
6. sólo falta: *it lacks only ; i.e., the only thing wanting is*.
7. proporcionen. The subjunctive is used after impersonal expressions unless they denote certainty.
8. no se sabe aún: *it is not yet known*.
9. se cree: *it is thought*.
10. Los bonaerenses estamos, pues, de plácemes: *we people of Buenos Aires are, then, of congratulations ; i.e., to be congratulated*.
11. ha de . . . adelantado: *the much that one has progressed (i.e., how much progress has been made) cannot but surprise you*. The neuter article *lo* is sometimes used before adjectives in either gender or number with the force of *how* in English. Notice also the translation of *ha de* ; it often has the force of *cannot but* in English.
12. como guste. See Letter II, note 20.

# CARTAS COMERCIALES

## XII

### EN BUSCA DE EMPLEO

New York, 15 de enero de 19—.

Sr. D.<sup>1</sup> Antonio Sánchez,  
San Matías, 79,  
Granada, España.

Muy Sr. mío, de toda mi consideración :

Hace quince días <sup>2</sup> me presenté en el despacho de los Sres. Artigas y Nogués, para hablar con el apoderado Sr. Correa <sup>3</sup> y entregarle la carta de recomendación que tuvo V. la amabilidad de proporcionarme antes de mi partida.

Allí me dijeron que el Sr. Correa estaba de viaje por la América del Sur, y que probablemente tardaría aún seis meses en regresar.<sup>4</sup> Añadieron que guardarían mi nombre y dirección para el caso de que <sup>5</sup> ocurriese alguna vacante; pero que al mismo tiempo me aconsejaban que no dejase de buscar <sup>6</sup> por todas partes hasta encontrar <sup>7</sup> algo, por poco que fuese,<sup>8</sup> pues lo principal <sup>9</sup> era estar colocado; <sup>10</sup> y una vez colocado hacer lo posible <sup>11</sup> para mejorar de situación.

Puse un anuncio en un periódico, solicitando empleo, y no recibí la menor respuesta. Miré por toda la prensa, indagué, pregunté, contesté anuncios de casas que pedían



empleados, y todas mis pesquisas resultaban infructuosas. Unos me decían que para alcanzar algo era indispensable que además de mi propio idioma, el español, conociese <sup>12</sup> más a fondo el inglés; otros me recomendaban que aprendiese <sup>13</sup> estenografía y mecanografía. Quien <sup>14</sup> pretendía desanimarme, asegurando que por mucho que hiciese <sup>15</sup> me sería casi imposible alcanzar algo, por ser cada vez mayor el número <sup>16</sup> de los que <sup>17</sup> solicitan empleo; quien, por el contrario, me infundía valor diciendo que siempre hacen falta en los negocios personas <sup>18</sup> que además de conocer dos o tres idiomas, posean <sup>19</sup> aquellos conocimientos generales que se adquieren en los colegios y que son hoy día tan necesarios para alcanzar buenos resultados en las transacciones.

La verdad es que yo no me daba por vencido.<sup>20</sup> Teniendo presentes <sup>21</sup> los sabios consejos que V. me inculcó antes de partir para ésta,<sup>22</sup> no cesaba de formar mis planes en busca de la colocación ansiada. Redacté otro anuncio, que se insertó al mismo tiempo en un periódico de carácter general y en otro dedicado a asuntos de comercio. Esta vez la suerte me favoreció con una respuesta de una casa exportadora, para que me presentase <sup>23</sup> a las diez de la mañana siguiente al jefe de la sección española.<sup>24</sup>

Resultó ser éste <sup>25</sup> un señor peruano de carácter muy sociable y simpático.<sup>26</sup> Después de hacerme varias preguntas sobre mi experiencia en los negocios mientras viví en España, informes <sup>27</sup> y demás, me dijo francamente que al principio no podía ofrecerme un gran empleo; que tendría que hacer <sup>28</sup> un poco de todo: archivar la correspondencia; extender facturas; algo de teneduría de libros; escribir alguna que otra carta <sup>29</sup> a mano, puesto que tengo buena letra; y en fin, cuanto <sup>30</sup> fuese <sup>31</sup> necesario

hasta que pudiese<sup>32</sup> ocuparme definitivamente en aquello en que demostrase<sup>33</sup> mayor aptitud.<sup>34</sup>

Ya puede V. figurarse, pues, lo contento<sup>35</sup> que estoy, si no por la importancia de mi empleo actual, porque al menos me encuentro ya en camino de hacer méritos para ascender. Entro en el despacho a las ocho de la mañana, hasta las doce. Me dan una hora para el almuerzo; regreso a la una y trabajo hasta las cinco. Por la noche me dedico a estudiar el inglés con la mayor asiduidad; y dentro de poco<sup>36</sup> espero poderle dar a V. noticias que le probarán cuánto he agradecido el interés que V. se ha tomado<sup>37</sup> por mí y lo mucho que aprecio sus buenos consejos.

Créame, distinguido Sr., muy atento y reconocido

S. S.,

JUAN OLIVERA

1. See note 8 on page 5.

2. **Hace quince días:** *it makes two weeks ; i.e., two weeks ago.* See Letter V, note 23.

3. **Sr. Correa.** *Sr.* is usually preceded by the definite article. The latter is always omitted, however, when *Sr.* is used in direct address, and it is often omitted when (as here) *Sr.* is in apposition with another noun.

4. **tardaría aún seis meses en regresar:** *he would still be slow six months in coming back ; i.e., it would still be six months before he came back.*

5. **para el caso de que:** *in case.* This is a conjunctive expression denoting supposition, and therefore requires the subjunctive.

6. **que no dejase de buscar:** *that I should not cease seeking.* The subjunctive is used after expressions of command.

7. **hasta encontrar:** *until finding ; i.e., until I found.*

8. **por poco que fuese:** *however small it might be.* The subjunctive is used after conjunctive expressions denoting concession.

9. **lo principal:** *the principal thing.* See Letter VIII, note 3.

10. **estar colocado.** Notice that *estar* is here used, not *ser*. See Letter III, note 16.

11. **lo posible:** *what is possible.* *Lo* with an adjective or past participle may often be best translated by using the words *what is, what was, what has*, etc.

12. **conociese.** The subjunctive is used after impersonal expressions unless they denote certainty.

13. **aprendiese.** See above, note 6.

14. **Quien . . . , quien . . .** with singular verbs is equivalent to the English *some . . . , some . . .* with plural verbs.

15. **por mucho que hiciese:** *however much I might do.* See above, note 8.

16. **por . . . número:** *on account of being each time greater the number ; i.e., because the number was every day greater.*

17. **los que:** *those who.*

18. **hacen falta personas:** *persons make need ; i.e., persons are needed.*

19. **posean.** The subjunctive is used in relative clauses which refer to an indefinite antecedent.

20. **yo . . . vencido:** *I did not give myself for vanquished ; i.e., I didn't give up.*

21. **Teniendo presentes:** *having present ; i.e., remembering.*

22. **ésta.** See Letter III, note 11.

23. **para que me presentase:** *that I should present myself.* The subjunctive is used after conjunctions denoting purpose.

24. **española.** Note that proper adjectives are not written with capitals.

25. **Resultó ser éste:** *the latter turned out to be.* *Éste* and *aquél* are often used in the sense of *the latter* and *the former* respectively.

26. **simpático** does not here mean *sympathetic*, but *nice*. The phrase *es muy simpático* (*he's very nice*) is very often heard in Spanish-speaking countries.

27. **informes**, like *experiencia* in the preceding line, is the object of the preposition *sobre*.

28. **tendría que hacer:** *I should have to do.*

29. **alguna que otra carta:** *an occasional letter.*

30. **cuanto:** *all that which ; i.e., everything that.* *Cuanto* is a compound relative, i.e., it includes its own antecedent.

31. **fuese.** The subjunctive is used in relative clauses which refer to an indefinite antecedent.

32. **hasta que pudiese.** See Letter II, note 20.



33. en que demostrase: *in which I might show*. See above, note 31.

34. mayor aptitud: *greater aptitude*. In English it would be more natural to say *the greatest aptitude*.

35. lo contento: *how happy*. See Letter XI, note 11.

36. dentro de poco: *within a little (time)*.

37. V. se ha tomado. *Se* is a dative of interest, meaning here *for yourself*. Do not translate it.

### XIII

#### CIRCULAR ANUNCIANDO LA FUNDACIÓN DE UNA SOCIEDAD

Madrid, España, 20 de marzo de 19—.

Sres. Dodero y Cía.,<sup>1</sup>

Calabazas, 709,

Valencia, España.

Muy Sres. nuestros:

Tenemos el gusto de manifestarles que en virtud de escritura pública otorgada ante el Notario de ésta, D. León Flórez, con fecha de hoy, hemos fundado una sociedad mercantil colectiva, que girará bajo la razón social de

**RUIZ, SANTOS Y MARTÍNEZ**

con residencia en esta plaza, para dedicarse a negocios de comisión y representación de toda clase de artículos, especialmente los siguientes: máquinas agrícolas e industriales, materiales para ferrocarriles, automóviles y coches, y herramientas y enseres en general para la agricultura y la industria.

Contando con amplio capital a nuestra disposición y con numerosas relaciones en el comercio, pues cada uno de los socios D. Julio Ruiz, D. José Santos y D. Silvestre

Martínez se ha dedicado durante muchos años a esta clase de negocios, no dudamos merecer la confianza de Vds. y vernos favorecidos con frecuentes pedidos.

En espera de sus noticias, quedamos a sus órdenes,

Attos. y afmos.,

RUIZ, SANTOS Y MARTÍNEZ

D. Julio Ruiz  
firmará

*Ruiz, Santos y Martínez*

D. José Santos  
firmará

*Ruiz, Santos y Martínez*

D. Silvestre Mar-  
tínez firmará

*Ruiz, Santos y Martínez*

1. Cfa. is the abbreviation for *Compañía*.

#### XIV

### CONTESTACIÓN A LA ANTERIOR

Valencia, 24 de marzo de 19—.

Sres. Ruiz, Santos y Martínez,  
Alcalá, 600,  
Madrid.

Muy Sres. nuestros:

Poseemos su grata carta circular del 20 del actual,<sup>1</sup> en la que nos participan la fundación de una sociedad para dedicarse a negocios de comisión y representación, con residencia en ésa.<sup>2</sup>

Les damos las gracias por su ofrecimiento de servicios, que tenemos el gusto de aceptar desde luego; mas antes de

entrar en tratos<sup>3</sup> definitivos desearíamos que tuvieran<sup>4</sup> Vds. la amabilidad de escribirnos en detalle acerca de los precios, condiciones de envío y de pago, descuentos y demás, en la seguridad de que si tales condiciones son satisfactorias nos veremos muy honrados en hacer negocios con Vds.

En espera de sus noticias, quedamos de Vds.

Attos. y afmos. S. S.,

DODERO Y CÍA.

1. del 20 del actual: *of the 20th inst.* *Actual* is an adjective modifying an understood *mes*.

2. ésa: *your city*. See Letter III, note 11.

3. entrar en tratos: *entering into agreements*; i.e., *making arrangements*.

4. tuvieran. The subjunctive is used after expressions of desire.

## XV

### SE ADMITE NUEVO SOCIO

Rosario, Argentina.

12 de febrero de 19—.

Sr. Julio Murature,  
Independencia, 17,  
Presente.

Muy Sr. mío:

Tengo la satisfacción de participar a V.<sup>1</sup> que con esta fecha he asociado a mis negocios a <sup>2</sup> mi antiguo dependiente el Sr. Emilio Ortega, que por espacio de veinticinco años ha estado trabajando a mi lado con el mayor celo y actividad.

A partir desde esta fecha <sup>3</sup> la nueva casa girará bajo la razón social

CAZÓN Y ORTEGA



Esperando que se servirá V. dispensar<sup>4</sup> a la nueva sociedad la misma confianza con que siempre me había favorecido, y rogándole se sirva tomar<sup>5</sup> nota de nuestras firmas respectivas, aprovecha esta ocasión para reiterarse de V. afmo. S. S.,

FERNANDO CAZÓN<sup>6</sup>

1. **a V.** In letters *a V.* and *a VV.* are often used instead of the conjunctive forms *le* and *les*.

2. This **a** is the so-called 'personal *a*.'

3. **A partir desde esta fecha:** *beginning with this date.*

4. **que se servirá V. dispensar:** *that you will serve yourself to give; i.e., that you will please give.* This use of *servirse* is extremely common in letter-writing.

5. **rogándole se sirva tomar:** *asking you please to take.* The subjunctive is used after expressions of entreaty. For the omission of *que* before the subjunctive, see Letter VII, note 12.

6. Notice that the name is the grammatical subject of *aprovecha*. In Spanish letter-writing the signature is very often made the subject of the main verb of the last sentence in the letter.

## XVI

### RETIRO DE UN SOCIO

Barranquilla, Colombia.

15 de mayo de 19—.

Sres. Rodrigo y Casares,

Calle Real, 18,

Bogotá, Colombia.

Muy Sres. nuestros:

Tenemos el gusto de anunciar a Vds. por medio de la presente, que deseando nuestro socio el Sr. Però abandonar los negocios para atender al restablecimiento de su quebrantada salud, se separa de esta sociedad a partir de este día, sin que esa separación implique<sup>1</sup> cambio alguno en la

marcha de nuestras operaciones, puesto que continuaremos girando en el mismo ramo y con el mismo capital primitivo.

Les suplicamos, por consiguiente, que se sirvan<sup>2</sup> otorgarnos la misma confianza que en el pasado, y nosotros por nuestra parte continuaremos haciendo lo posible<sup>3</sup> para seguir mereciéndola.

Sírvanse aceptar,<sup>4</sup> con la expresión de nuestra consideración más distinguida, las gracias anticipadas de sus

Attos. S. S.,

MOLINA, RIGAL Y CÍA.

1. *sin que implique.* See Letter II, note 20.

2. *sirvan.* The subjunctive is used after expressions of entreaty.

3. *lo posible:* *what is possible.* See Letter XII, note 11.

4. *Sírvanse aceptar:* *serve yourselves to accept;* i.e., *please accept.* The subject of *sírvanse* is an understood *Vds.*

## XVII

### CAMBIO DE DIRECCIÓN

Iquique, Chile, 3 de junio de 19—.

Sr. Alberto Higgins,

Independencia, 320,

Presente.

Muy Sr. nuestro :

Tenemos el gusto de informar a V. que desde el 15 del cte.<sup>1</sup> nuestros almacenes y despacho quedarán instalados<sup>2</sup> en la calle de la Independencia Núm. 43.

El nuevo y espacioso local nos permitirá atender con mayor prontitud al despacho de los pedidos con que se nos honre,<sup>3</sup> y al mismo tiempo extender nuestras opera-

ciones, dentro del método <sup>4</sup> y de la clasificación sistemática que requiere toda casa bien organizada.

Dándole por anticipado las gracias por sus nuevos pedidos, que despacharemos, como de costumbre, con la mayor exactitud, nos repetimos de V.

Afmos. y S. S.,  
HIJOS DE G.<sup>5</sup> CORREA <sup>6</sup>

1. **el 15 del cte.**: *the 15th inst.* The abbreviation *cte.* stands for *corriente*, which is here an adjective modifying an understood *mes*.

2. **quedarán instalados**: *will remain installed*; i.e., *will be installed*. *Quedar* is often used in this way as a substitute for *estar*.

3. **con que se nos honre**: *with which one may honor us*; i.e., *with which we may be honored*. The subjunctive is used in relative clauses which refer to an indefinite antecedent.

4. **dentro del método**: *within the method*; i.e., *with the method*.

5. In reading Spanish addresses aloud, it sounds unnatural to use the English alphabet. The Spanish alphabet is here given for reference: *a, be, ce, che, de, e, efe, ge, hache, i, jota, ka, ele, elle, eme, ene, eñe, o, pe, cu, ere, erre, ese, te, u, ve, equis, ye, zeta*.

6. **Hijos de G. Correa**: *G. Correa's Sons*.

## XVIII

### DISOLUCIÓN DE SOCIEDAD

Buenos Aires, 12 de octubre de 19—.

Sr. Antonio Laguardia,  
Rivadavia, 17,  
Presente.

Muy Sr. nuestro:

Tenemos el gusto de anunciar a V. que la sociedad Villegas, Ramos y Sobrino <sup>1</sup> ha quedado disuelta <sup>2</sup> con fecha de hoy, de común acuerdo entre los socios, en virtud

de escritura pública otorgada ante el Notario de ésta, D. Julio Casades.

Se ha hecho cargo del activo y del pasivo de la sociedad D. Antonio Mena, quien llevará a cabo la liquidación de la misma.

Dándole las gracias por la confianza que se ha servido dispensarnos<sup>3</sup> durante el curso de nuestras operaciones, y refiriéndonos a la circular adjunta, quedamos

Attos. y afmos.,

VILLEGAS, RAMOS Y SOBRINO

Buenos Aires, 12 de octubre de 19—.

Muy Sr. mío :<sup>4</sup>

Me es grato<sup>5</sup> manifestar a V. que en esta fecha me hago cargo del activo y del pasivo de la extinta sociedad Villegas, Ramos y Sobrino, y que continuaré dedicándome al mismo ramo de negocios, bajo mi propio nombre, estampado al pie de la presente.

En espera de merecerle<sup>6</sup> la misma confianza que mis predecesores,

Quedo afmo. S. S.,

ANTONIO MENA

1. Sobrino is not a proper noun ; see the vocabulary.

2. ha quedado disuelta. See Letter XVII, note 2.

3. que se ha servido dispensarnos : *which you have served yourself to show us ; i.e., which you have been pleased to show us.*

4. This letter is of course the *circular adjunta* referred to above.

5. Me es grato : *I am pleased.*

6. de merecerle : *of deserving from you ; i.e., of enjoying.* *Le* is a dative. In Spanish the dative pronouns, or nouns with *a*, often have the force of English *from* with a pronoun or noun.



## XIX

## SE PIDEN INFORMES

New York, 4 de abril de 19—.

Banco del Ecuador,  
Plaza Mayor, 3,  
Guayaquil, Ecuador.

Muy Sres. nuestros :

El Sr. Ramón Soriano, de ésa,<sup>1</sup> nos ha escrito manifestando deseos de hacer negocios con nosotros como agente, sobre la base de que le concedamos<sup>2</sup> cierto crédito;<sup>3</sup> y nos da el nombre de ese Banco<sup>4</sup> para que tomemos<sup>5</sup> los informes necesarios.

Desearíamos, por tanto, saber, cuántos años lleva de establecido dicho Sr.;<sup>6</sup> si satisface puntualmente sus deudas, a su vencimiento; si es persona activa, que goza de reputación y solvencia; y, en fin, cuál es el crédito máximo que en concepto de Vds. podría concedérsele.

Dándoles las gracias anticipadamente por estos informes, que recibiremos<sup>7</sup> con la más estricta reserva, y poniéndonos a la recíproca,<sup>8</sup> quedamos

Attos. y afmos.,  
BROWN & Co.

1. ésa. See Letter III, note 11.

2. concedamos. The subjunctive is used after conjunctive expressions denoting supposition.

3. cierto crédito: *a certain amount of credit.*

4. ese Banco: *your Bank.* *Ese* and its various forms often have the sense of *your*.

5. tomemos. The subjunctive is used after conjunctions denoting purpose.

6. *cuántos . . . Sr.:* *how many years the said gentleman carries of having been established; i.e., how many years he has been established.*

7. *que recibiremos:* *which we shall receive; i.e., which we shall treat.*

8. *poniéndonos a la recíproca:* *placing ourselves in the reciprocal (manner); i.e., being ready to reciprocate your favors.* In the Spanish phrase, the word *manera* is understood before the adjective *recíproca*.

## XX

### SE DAN BUENOS INFORMES

Guayaquil, Ecuador, 20 de abril de 19—.

Messrs. Brown & Co.,  
93 Wall St.,  
New York.<sup>1</sup>

Muy Sres. nuestros:

En contestación a su grata <sup>2</sup> del 4 del actual, debemos manifestarles que la persona a que en ella se refieren está establecida desde hace veinte años; <sup>3</sup> que salda con puntualidad sus cuentas; que es persona activa, solvente, que goza de gran reputación,<sup>4</sup> y que, en una palabra, puede concedérsele un crédito ilimitado.

Damos los informes anteriores sin la menor responsabilidad por nuestra parte, en la confianza de que los acogerán con la mayor reserva.

Attos. y afmos.,  
BANCO DEL ECUADOR

pp.<sup>5</sup>

DOMINGO MATA  
Presidente

1. Notice the *English* form of the address. The writer of the letter has evidently taken it *verbatim* from the letterhead of Brown & Co. This seems natural, and the student is advised to adopt the principle of using English addresses for United States firms, and Spanish addresses for Spanish or Spanish-American firms (see Exercise 12, note 1). It must be said, however, that many Spanish-speaking letter-writers would write the above address as follows: *Sres. Brown y Cia.; Wall, 93; Nueva York, E. U.* (the abbreviation for *Estados Unidos*).

2. *su grata*: *your favor*. *Grata* is here an adjective, modifying an understood *carta*.

3. *está . . . años*: *is established since it makes twenty years*; i.e., *has been established for twenty years*. To denote an act or state that has continued from the past into the present, the present tense is used in Spanish, while English requires the perfect.

4. *gran reputación*: *an excellent reputation*.

5. *pp.* = *por poder*: *by power (of attorney)*. This abbreviation is used only when a person has power of attorney to act for another.

## XXI

### SE DAN INFORMES EVASIVOS

Caracas (Venezuela).<sup>1</sup>

30 de mayo de 19—.

Banco del Plata,<sup>2</sup>

Victoria, 333,

Buenos Aires (Argentina).

Muy Sres. nuestros:

Tenemos al frente<sup>3</sup> su grata del 8 del que cursa,<sup>4</sup> y en contestación sentimos infinito<sup>5</sup> no poderles dar informes precisos acerca de la persona a que en ella hacen referencia, por no haber tenido jamás ocasión de hacer negocios con dicho señor.

Podemos decir, sin embargo, que si hemos de dar <sup>6</sup> crédito a ciertos rumores, parece que la persona de que se trata <sup>7</sup> se ha lanzado a especulaciones arriesgadas, que no están en proporción de los medios de que dispone. También nos aseguran que en sus pagos no es todo lo puntual que fuera de desear: <sup>8</sup> de manera que no sabemos hasta qué punto <sup>9</sup> sería prudente aceptar sus pedidos.

Decimos lo que precede salvando nuestra responsabilidad, <sup>10</sup> ya que, repetimos, jamás hemos podido comprobarlo por la propia experiencia.

Aprovechamos esta ocasión para ofrecernos de Vds.

Attos. y S. S.,

LÓPEZ Y RODRÍGUEZ

1. When the address of a Spanish letter contains the name of a city followed by the name of a country, the name of the country is often written between parentheses. In this case no comma is used after the name of the city.

2. **Banco del Plata.** The *River Plate*, on which Buenos Aires is situated, is called in Spanish *el Plata* or *el Río de la Plata*.

3. **Tenemos al frente:** *we have before us.*

4. **del 8 del que cursa:** *of the 8 of the (month) which is passing; i.e., of the 8th inst.*

5. **sentimos infinito:** *we are very sorry.* *Sentir* often means *to be sorry.*

6. **si hemos de dar:** *if we are to give.*

7. **la persona de que se trata:** *the person under consideration.*

8. **todo lo puntual que fuera de desear:** *all the punctual which might be to desire; i.e., as punctual as might be desired.* Notice the idiomatic use of *lo*. *Fuera* is subjunctive because it is in a relative clause referring to an indefinite antecedent.

9. **hasta qué punto:** *up to what point; i.e., how far.*

10. **salvando nuestra responsabilidad:** *making an exception of our responsibility; i.e., without taking any responsibility.*



## XXII

## SE DAN MALOS INFORMES

Cartagena, Colombia, 21 de abril de 19—.

Messrs. Pearson & Co.,  
1789 State St.,  
Chicago, Ill., U. S. A.<sup>1</sup>

Muy Sres. nuestros :

En respuesta a su grata del 30 del ppdo.,<sup>2</sup> sentimos manifestarles que la casa de la cual nos piden informes no puede considerarse como de primer orden. El capital con que cuenta <sup>3</sup> es escaso, y la administración de negocios de la compañía deja mucho que desear,<sup>4</sup> siendo una de las principales causas, las desavenencias <sup>5</sup> que ocurren entre los socios.

Uno de ellos, el Sr. Rubio, perteneció a la extinta sociedad "Rubio, Pérez y Artigas," que realizó desastrosos negocios hace dos años, liquidando con un capital insignificante. Los otros socios distan mucho de merecer entera confianza. Puede decirse,<sup>6</sup> en fin, que la casa de que se trata, puede clasificarse entre las dudosas.

En espera de que recibirán los informes anteriores con la más estricta reserva, y sin la menor responsabilidad por nuestra parte, quedamos de Vds.

Attos. y S. S.,  
CAICEDO HERMANOS

1. See Letter XX, note 1.

2. del 30 del ppdo.: *of the 30 of the next passed (month); i.e., of the 30th ult.* Ppdo. = *próximo pasado*.

3. con que cuenta: *on which it counts; i.e., at its disposal*.

4. deja mucho que desear: *leaves much to be desired.*
5. las desavenencias is the subject of *siendo.*
6. Puede decirse: *it may be said.*

### XXIII

## CARTA DE RECOMENDACIÓN EN FAVOR DEL JEFE DE UNA CASA

Boston, 25 de agosto de 19—.

Sr. Andrés Corzuelo,  
Miranda, 27,  
Colón, Panamá.

Muy Sr. mío:

Uno de estos días recibirá V. la visita de Mr. L. Wilson, Gerente de la casa "Wilson, Drake and Company," quien permanecerá unos días en ésa, de paso para <sup>1</sup> varias repúblicas sudamericanas.

Mr. Wilson emprende este viaje tanto para recreo como para negocios; y espero de la amabilidad de V. que <sup>2</sup> hará lo posible <sup>3</sup> para facilitarle cuantos detalles necesite <sup>4</sup> a fin de que su viaje le resulte <sup>5</sup> tan agradable como útil.

Debo hacer constar <sup>6</sup> para su gobierno, que dicho Mr. Wilson es persona seria y respetable, de gran cultura, que ha desempeñado elevados cargos en la banca y en la política. A pesar de su elevada posición social, es de carácter sencillo, afable, y tan sumamente llano y simpático,<sup>7</sup> que se hace apreciar por cuantos <sup>8</sup> tienen la suerte de tratarle.

Dándole las gracias por anticipado por las atenciones que se sirva dispensar <sup>9</sup> a Mr. Wilson, quedo de V.

Atto. y afmo.,

JAMES DUNCAN

1. de paso para : *on the way to.*
2. espero . . . que : *I hope you will be so kind as to.*
3. lo posible : *what is possible ; i.e., all that is possible.*
4. cuantos detalles necesite : *all the details that he may need.*  
See Letter XII, notes 30 and 31.
5. resulte. The subjunctive is used after conjunctions denoting purpose.
6. Debo hacer constar : *I should cause to be recorded ; i.e., I must explain.*
7. tan sumamente llano y simpático : *so very nice and unaffected.* See Letter XII, note 26.
8. se hace apreciar por cuantos : *he makes himself liked by all who.*
9. que se sirva dispensar : *which you may be so kind as to show.* The subjunctive is used in relative clauses which refer to an indefinite antecedent.

## XXIV

CARTA DE RECOMENDACIÓN EN FAVOR DE  
UN AGENTE

Habana, 7 de junio de 19—.

Mr. John Smith,  
445 Fifth Avenue,  
New York.

Muy Sr. mío :

El portador de la presente, mi estimado amigo Sr. Arturo Viada, pasa a Nueva York con intención de visitar algunas casas de comercio, a fin de ver si le es posible hacer arreglos para establecer una agencia en ésta, para la importación de artículos norteamericanos.

Mucho le agradeceré a V. cuanto haga <sup>1</sup> por dicho señor, proporcionándole los datos que necesite <sup>2</sup> para su objeto,



e ilustrándole con sus indicaciones, del mismo modo que lo hiciera <sup>3</sup> por mí mismo.

Dándole por adelantado las gracias por su atención, me reitero de V. como siempre

S. S. S. y amigo,

LUIS SOLÁ

1. **le agradeceré a V. cuanto haga**: *I shall thank you for all that you may do.* Notice that *agradecer* means *to thank for*, and takes in Spanish a direct object denoting the thing for which one is thankful, and an indirect object denoting the person to whom one is thankful. For the subjunctive *haga*, see Letter XII, notes 30 and 31.

2. **necesite**. The subjunctive is used in relative clauses which refer to an indefinite antecedent.

3. **del mismo modo que lo hiciera**: *in the same way that you would do it*; i.e., *just as you would do (if you were doing it for me)*. For the subjunctive *hiciera*, see Letter II, note 17.

## XXV

### OFERTA DE ARTÍCULOS

Sevilla, España, 31 de enero de 19—.

Sres. Benavides Hermanos,

Obispo, 73,

Habana, Cuba.

Muy Sres. míos:

Por indicación de nuestro común amigo el Sr. Alberto Pizarro, me <sup>1</sup> tomo la libertad de enviarle por separado un ejemplar del catálogo de artículos que elaboramos para la exportación, con los precios y descuentos respectivos para venta al por mayor.

Una simple ojeada bastará para convencerle de lo módico <sup>2</sup> de esos precios; y para que puedan <sup>3</sup> Vds. convencerse asimismo de la excelente calidad de nuestros productos, tengo el gusto de remitirles al mismo tiempo, franco de porte,<sup>4</sup> una cajita con una pequeña colección de muestras.

En la confianza de recibir noticias de Vds. junto con un pedido, aprovecho esta ocasión para ofrecerme

Atto. y afmo.,

PEDRO VÍA

1. *me* is here a dative of interest. Do not translate it.
2. *lo módico*: *the moderateness*. See note 11 on page 5.
3. *puedan*. The subjunctive is used after conjunctions denoting purpose.
4. *franco de porte*: *free of carriage*; i.e., *prepaid*.

## XXVI

### RESPUESTA A UNA PROPOSICIÓN

Panamá, 2 de marzo de 19—.

Messrs. Brown and White,  
913 Broadway,  
New York.

Muy Sres. míos:

Tengo al frente <sup>1</sup> su grata del 20 último,<sup>2</sup> del contenido de la cual he tomado debida nota.

Es muy cierto que he llevado a cabo <sup>3</sup> ventas importantes de sus artículos durante el año pasado, tanto <sup>4</sup> porque van siendo ya más conocidos,<sup>5</sup> como porque jamás pierdo ocasión <sup>6</sup> de activar la propaganda para buscarles

la mayor salida posible, pues tengo el mayor gusto en servir los intereses de amigos tan antiguos como Vds. Espero que las ventas continuarán aumentando este año, y que estaré en condiciones de enviarles <sup>7</sup> muy frecuentes e importantes pedidos.

En cuanto a la proposición que tienen Vds. la amabilidad de hacerme, de enviarme artículos en consignación, no me inclino a creer que este arreglo pudiera convenir <sup>8</sup> ni a Vds. ni a mí. Conozco tan bien las necesidades de este mercado, que me hallo siempre en condiciones de enviarles pedidos por lo que <sup>9</sup> puede hallar fácil salida, antes de que se me acaben las existencias.<sup>10</sup> Es posible que más tarde pueda <sup>11</sup> recibir en consignación otros artículos que me hagan falta.<sup>12</sup>

Dándoles de todas maneras las más expresivas gracias por su oferta, me repito como siempre

S. S. y amigo,

ANDRÉS SALAZAR

1. Tengo al frente: *I have before me.*

2. del 20 último: *of the 20th ult.*

3. he llevado a cabo: *I have carried to an end ; i.e., I have put through.*

4. tanto . . . , como . . . : *both . . . , and . . .*

5. van siendo ya más conocidos: *they are now going on being better known ; i.e., they are becoming better known.*

6. jamás pierdo ocasión: *I never lose an opportunity.* In negative sentences Spanish often omits the indefinite article before an object.

7. en condiciones de enviarles: *in conditions of sending you ; i.e., in a position to send you.*

8. pudiera convenir: *could be advantageous (if we should make it).* See Letter II, note 17.

9. por lo que: *for what.*

10. antes . . . existencias: *before my stocks are exhausted.* See Letter II, note 20.



11. *pueda*. The subjunctive is used after impersonal expressions which do not denote certainty.

12. *que me hagan falta*: *which may make lack to me*; i.e., *which I may need*. The subjunctive is used in relative clauses which refer to an indefinite antecedent.

## XXVII

### SOLICITUD PARA REPRESENTAR UNA CASA

La Paz, Bolivia, 11 de noviembre de 19—.

Messrs. Robinson and Sons,  
21 West 33d St.,  
New York.

Muy Sres. míos:

La preferencia de <sup>1</sup> que aquí gozan los productos <sup>2</sup> norteamericanos que Vds. fabrican y el aumento que su <sup>3</sup> consumo podría fácilmente obtener si hubiese <sup>4</sup> una persona que se ocupase en <sup>5</sup> hacer propaganda de ellos, me inducen a ofrecer a Vds. mis servicios como agente o representante.

Estoy establecido desde hace veinte años,<sup>6</sup> y tengo relaciones con algunas de las principales casas de Europa, con las que he hecho muy importantes negocios. Conozco muy bien el país, donde cuento numerosas amistades, y mi larga experiencia me ha puesto en condiciones de hallarme al corriente de las necesidades del mercado y de los medios más rápidos y eficaces para surtirlos.

Al pie de la presente hallarán los nombres de dos casas que pueden dar informes acerca de mí, y si éstos resultan satisfactorios para Vds., como es de esperar,<sup>7</sup> confío en que <sup>8</sup> me honrarán con la representación de sus productos, indicándome desde luego las condiciones bajo las cuales tendré que desempeñar mi cargo de representante.

En espera de sus noticias, me ofrezco de Vds.

Atto. y afmo.,

ALBERTO DE LA GUARDA

Informes: Jean Courbet, Place de l'Opéra, 54, París.

Jackson Bros., 89 Trafalgar Square, Londres.

1. **de** is here not to be translated. *Gozar de* means *to enjoy*.

2. **los productos** is the subject of *gozan*. The student should always bear in mind that the subject very frequently follows the verb in Spanish.

3. **su**: *their* (referring to *productos*).

4. **si hubiese**: *if there were*. The imperfect subjunctive (either form) is used in the *if*-clause of a condition contrary to fact.

5. **que se ocupase en**: *who occupied himself in*. The subjunctive is used in relative clauses which refer to an indefinite antecedent.

6. **Estoy . . . años**: *I have been established for twenty years*. See Letter XX, note 3.

7. **es de esperar**: *it is to hope*; i.e., *it is to be hoped*.

8. **confío en que**: *I trust in (the fact) that*; i.e., *I trust that*.

## XXVIII

### ACEPTACIÓN DE REPRESENTANTE

(CONTESTACIÓN A LA ANTERIOR)

New York, 10 de diciembre de 19—.

Sr. Alberto de la Guarda,

Sucre, 413,

La Paz, Bolivia.

Muy Sr. nuestro:

En contestación a su grata del 11 del ppdo., tenemos el gusto de manifestarle que aceptamos con el mayor placer

la proposición que en ella nos hace,<sup>1</sup> de representar nuestra casa en ésa.

A fin de que pueda <sup>2</sup> V. dar comienzo desde luego a sus tareas de representante, le enviamos por separado catálogos de nuestros artículos y una caja de muestras. También recibirá un ejemplar de clave telegráfica con un centenar de impresos en hojas volantes para propaganda. Tan luego como la importancia de los pedidos lo justifique,<sup>3</sup> haremos imprimir <sup>4</sup> nuevos catálogos con el nombre de V. estampado, con carácter de representante.

Estamos dispuestos a concederle un descuento del 3% (tres por ciento) sobre los precios de catálogo, en todos los pedidos que recibamos <sup>5</sup> ya <sup>6</sup> directamente de V., ya por conducto de otra persona del país. Los gastos de franqueo y de cables corren a nuestro cargo. En caso de quiebra de alguna de las casas con las que tengamos negocios pendientes por mediación de V., se entiende que será V. el encargado de hacer efectivo el saldo.<sup>7</sup>

Las cuentas de comisión se liquidarán trimestralmente o por semestres, a elección de V.

En la confianza de que empezaremos muy pronto importantes transacciones, quedamos de V.

Afmos. y S. S.,

ROBINSON AND SONS

1. *nos hace*: *you make us*. *Usted* is understood.

2. *pueda*. The subjunctive is used after conjunctions denoting purpose.

3. *justifique*. See Letter II, note 20.

4. *haremos imprimir*: *we shall make to print*; i.e., *we shall have printed*.

5. *recibamos*. The subjunctive is used in relative clauses which refer to an indefinite antecedent.

6. *ya . . . , ya . . .*: *either . . . , or . . .*

7. *será . . . saldo: you will be the one charged with making effective the balance ; i.e., you will be responsible for the settlement of the account.*

## XXIX

## ENVÍO DE CUENTA CORRIENTE

New York, 1º de julio,<sup>1</sup> de 19—.

Sr. Antonio Salazar,  
Amargura, 3,  
Habana, Cuba.

Muy Sr. mío :

Sin ninguna de sus gratas a que referirme,<sup>2</sup> tengo el gusto de incluir el estado de cuentas del mes ppdo.,<sup>3</sup> que arroja un saldo a mi favor, de \$59.38,<sup>4</sup> el cual se servirá remitir por cheque o giro postal a mi orden, como de costumbre.

Según verá, le he abonado la partida de \$3.25, que por error se incluyó en el último estado de cuentas.

En espera de su remesa, que confío hallará de conformidad, quedo de V.

Atto. y afmo.,

A. B. WHITE

1. 1º de julio. 1º = *primero*. The *first* is the only day of the month for which the ordinal is used.

2. Sin . . . *referirme*: *without any of your letters to which to refer myself ; i.e., not having heard from you lately*. Notice that in this clause *any* is translated by *ninguna*, not by *alguna*. See Letter VIII, note 7.

3. del mes ppdo. = *del mes próximo pasado* : *of last month*.

4. \$59.38. In reading aloud, say *cincuenta y nueve dólares, treinta y ocho centavos*.



## XXX

## REMESA DE FONDOS

(CONTESTACIÓN A LA ANTERIOR)

Habana (Cuba).<sup>1</sup>  
10 de julio de 19—.

Mr. A. B. White,  
20 Fulton Street,  
New York.

Muy Sr. mío :

Poseo su grata del 1° del actual, incluyendo el estado de cuentas a que en la misma se refiere, con un saldo de \$59.38 a favor de V., que he hallado de conformidad.

Por consiguiente, tengo el gusto de enviarle adjunta una letra a la vista sobre los Sres. Brown & Co., de ésa, por la indicada cantidad de \$59.38, que una vez<sup>2</sup> cobrada se servirá abonarme en cuenta.

Uno de estos días le enviaré otro pedido de libros, incluyendo un buen número de<sup>3</sup> ejemplares de la Aritmética de Andrade, que ha tenido aquí una aceptación extraordinaria.

Sin otro particular, quedo de V. atto. y S. S.,

ANTONIO SALAZAR

1. For this common practice of placing the name of a country between parentheses, see Letter XXI, note 1.

2. una vez : *once* ; i.e., *as soon as it is*.

3. un buen número de : *a good number of* ; i.e., *quite a few*.

## XXXI

ENVÍO DE UNA LETRA <sup>1</sup> POR SALDO DE CUENTAS

Lima, Perú, 2 de agosto de 19—.

Messrs. Robinson & Co.,  
10 West 23d St.,  
New York.

Muy Sres. míos :

Obra en mi poder su grata <sup>2</sup> del 1° del ppdo., conteniendo estado de cuentas hasta el 30 de junio, con un saldo en mi contra, <sup>3</sup> de \$781.54.

Con el fin de cubrir ese importe, tengo el gusto de enviarles adjunta una primera de cambio <sup>4</sup> sobre la Consolidated Oil Company, por la expresada cantidad de \$781.54, que una vez hecha efectiva <sup>5</sup> se servirán abonar en la cuenta de su afmo.

S. S.,  
ENRIQUE GALLARDO

1. Letra does not here mean *letter*. See the vocabulary.

2. Obra en mi poder su grata: *your letter is working in my power ; i.e., your letter is at hand.*

3. en mi contra: *against me ; i.e., in your favor.*

4. primera de cambio: *first of exchange*. When a foreign merchant settles his account by sending a draft, he often sends, by a later mail, a duplicate draft, in order to insure against the possible loss of the first. The two drafts are called in English *first of exchange* and *second of exchange* respectively, and in Spanish *primera de cambio* and *segunda de cambio*.

5. una vez hecha efectiva: *once made effective ; i.e., as soon as it is cashed.*

## XXXII

## REQUERIMIENTO DE PAGO

Chicago, 14 de julio de 19—.

Sr. Miguel Peralta,  
Soriano, 217,  
Montevideo, Uruguay.

Muy Sr. mío:

Sin duda le ha pasado a V. inadvertido<sup>1</sup> el estado de cuentas que tuve el gusto de remitirle con fecha 30 de abril ppdo., con un saldo a mi favor de \$407.53, que, según convenio, debía V. abonar por medio de letra a la vista sobre el Banco Nacional, de ésta.

Como quiera que<sup>2</sup> no he recibido ni remesa ni contestación alguna de V., me tomo la libertad de recordarle que esa suma ha vencido ya, y que si no recibo el importe dentro de corto tiempo, me veré en la precisión de girar sobre V. por la expresada suma de \$407.53, por medio de letra a la vista.

En la confianza de que su pronta remesa me evitará el tener que recurrir<sup>3</sup> a ese extremo, quedo de V.

Atento y S. S.,

LOUIS WESTON

1. le ha pasado a V. inadvertido: *has passed unnoticed for you; i.e., you have overlooked.*

2. Como quiera que: *inasmuch as.*

3. me evitará el tener que recurrir: *will prevent for me the having to resort to; i.e., will make it unnecessary for me to resort to.*

## XXXIII

## REMESA PARCIAL DE FONDOS

(CONTESTACIÓN A LA ANTERIOR)

Montevideo, Uruguay.

12 de agosto de 19—.

Mr. Louis Weston,  
197 La Salle St.,  
Chicago, Ill., U. S. A.

Muy Sr. mío :

Acabo de recibir su grata del 14 de julio último, e inmediatamente le he enviado el siguiente cablegrama, que confirmo : “ Remito doscientos a cuenta. No gire.” <sup>1</sup>

En efecto : hallará V. adjunto un giro de \$200 (oro americano), Núm. 3529, sobre el Banco Nacional de ésta, cantidad que una vez cobrada se servirá abonarme en cuenta.

Confío de su amabilidad se servirá aceptar <sup>2</sup> esta suma por el momento, a cuenta de los \$407.53, y dentro de unas <sup>3</sup> dos semanas prometo enviarle el saldo de \$207.53, en la misma forma en que lo hago ahora . Por muchos que hayan sido mis deseos <sup>4</sup> de cumplir estrictamente con lo convenido, <sup>5</sup> como acostumbro en mis transacciones, esta vez me lo han impedido distintas causas, de las cuales ha sido la más poderosa la quiebra de la casa Ubalde y Compañía, que se consideraba una de las más fuertes en esta plaza.

Esa quiebra me ha impedido realizar mis créditos con la prontitud y la regularidad a que estaba acostumbrado, y ha ocasionado un verdadero trastorno, no sólo en mis negocios, sino en el estado general de la plaza, que ha de quedar forzosamente alterado <sup>6</sup> por algún tiempo, teniendo



en cuenta<sup>7</sup> la multitud de intereses que se relacionaban con la casa quebrada.

Dándole las gracias por su condescendencia, y en la espera de que<sup>8</sup> tendrá la bondad de acceder a mi petición de no girar sobre mí, créame reconocido S. S.,

MIGUEL PERALTA

1. No gire  $\simeq$  *no gire usted.*
2. Confío . . . aceptar: *I trust that of your kindness you will serve yourself to accept ; i.e., I hope you will please accept.*
3. dentro de unas: *within some ; i.e., in about.*
4. Por . . . deseos: *however many my desires may have been ; i.e., however much I may have desired.* The subjunctive is used after conjunctive phrases denoting concession.
5. lo convenido: *what was agreed upon.* See Letter XII, note 11.
6. que . . . alterado: *which cannot but be necessarily changed.* *Ha de* often has the force of *cannot but* in English. For *quedar* in the sense of *to be*, see Letter XVII, note 2.
7. teniendo en cuenta: *when one takes into account.*
8. en la espera de que: *in the hope of (the fact) that ; i.e., in the hope that.*

## XXXIV

### REMESA DE GIROS<sup>1</sup>

Baltimore, Md.

9 de enero de 19—.

Banco Nacional,  
Rivadavia, 172,  
Buenos Aires, Argentina.

Muy Sres. nuestros:

Nos es grato incluir dos giros, según nota al pie, sobre ésa,<sup>2</sup> que tendrán la bondad de presentar a la aceptación.

Como quiera que<sup>3</sup> las casas de los girados gozan de gran

reputación comercial, no dudamos que podrán descontar <sup>4</sup> ambos giros sin la menor dificultad, remitiéndonos el producto por medio de letra sobre Nueva York.<sup>5</sup>

Sin embargo, en el caso improbable de <sup>6</sup> que dichos giros no sean <sup>7</sup> aceptados, se servirán protestarlos por falta de aceptación, dándonos el oportuno aviso, y haciendo las necesarias diligencias para la defensa de nuestros derechos.

Esperando sus noticias, dispongan de <sup>8</sup> sus

Attos y S. S.,

NEWBERRY BROS.

Núm. 243, por \$2.000.00 <sup>9</sup> oro americano, c/o de <sup>10</sup> los  
Sres. Garriga Hnos.<sup>11</sup> Vencimiento 10 de marzo.

Núm. 576, por \$1.200 oro americano, c/o de Juan Suárez.  
Vencimiento 15 de abril.

1. When an exporter sells goods to a customer in Spanish America, the financial part of the operation is usually performed through two banks, one in the city of the exporter, the other in the customer's city. The exporter *draws upon* the customer; that is, makes out a paper, called a *draft*, asking him to pay the amount of the bill at a given time, usually 90 days from date. This draft, with a bill of lading attached, he turns over to his bank, which sends the documents to a bank in the customer's city. The latter bank presents the draft to the customer for *acceptance*. If he *accepts* it, it becomes his promissory note to pay in the specified time. If he does not accept it, he cannot get the bill of lading, and therefore cannot get the goods to which the bill of lading entitles its holder. In this letter, Newberry Bros. are evidently the exporter's bank, and the Banco Nacional is a bank in the city of the exporter's customers, Garriga Hnos. and Juan Suárez.

2. *sobre ésa*: *on your city*; i.e., *on firms which are established in your city*.

3. *Como quiera que*: *inasmuch as*.

4. As soon as a draft has been accepted, it may be *discounted*, i.e., sold for a slightly smaller sum than its face value to a broker who deals in drafts. If the Banco Nacional sells the

drafts in question, they will send the proceeds to Newberry Bros., who will turn the money over to the exporter. At the expiration of the time specified in the drafts, the customers will not pay them to the exporter, who has already received his money (less a small percentage), but to the broker who holds them. The broker will, of course, receive their face value, thus making a small profit.

5. *letra sobre Nueva York*: *draft on New York* ; i.e., *draft on some one in New York*.

6. *de* is here to be omitted in translation.

7. *sean*. The subjunctive is used after conjunctive expressions denoting supposition.

8. *Esperando sus noticias, dispongan de . . .* : *awaiting your news, dispose of . . .* ; i.e., *hoping to hear from you, we are at your service*.

9. \$2.000.00. Spanish often uses a period to separate thousands and hundreds.

10. *c/o de* = *cargo de* or *a cargo de* : *to the charge of* ; i.e., *drawn on* or simply *on*.

11. *Hnos.* = *Hermanos*.

## XXXV

### DEVOLUCIÓN DE UNA LETRA NO ACEPTADA

(CONTESTACIÓN A LA ANTERIOR)

Buenos Aires, 20 de febrero de 19—.

Messrs. Newberry Bros.,

145 Charles St.,

Baltimore, Md., U. S. A.

Muy Sres. nuestros :

Recibimos a su debido tiempo <sup>1</sup> la grata de Vds. fecha 9 del ppdo.,<sup>2</sup> conteniendo los dos giros Núm. 243, por \$2.000, y Núm. 576, por \$1.200, anotados al pie de la misma.

Cúmplenos manifestarles <sup>3</sup> que la primera de dichas L/,<sup>4</sup> a *c/o* de los Sres. Garriga Hnos., ha sido ya aceptada;

mas no así la segunda, a c/o de Juan Suárez. Al negarse a la aceptación,<sup>5</sup> el girado se funda en que <sup>6</sup> ni ha recibido aviso de giro, ni factura.

Por lo tanto, incluimos la referida L/ junto con el protesto y la minuta de gastos, por la cantidad de \$5.00, que les cargamos en cuenta.

En espera de sus órdenes,<sup>7</sup> quedamos

Attos. y afmos.,

BANCO NACIONAL

1. a su debido tiempo: *at its due time ; i.e., in due time.*
2. la grata de Vds. fecha 9 del ppdo.: *your favor date 9 of the past month ; i.e., your favor of the 9th ult.*
3. Cúmplenos manifestarles: *it falls to us to inform you ; i.e., we have to inform you.* For the position of the pronoun, see Letter IX, note 3.
4. L/ is used as an abbreviation both for *letra* and for *letras*.
5. Al negarse a la aceptación: *in refusing himself to the acceptance ; i.e., in refusing to accept the draft.*
6. se funda en que: *justifies himself by (the fact) that.*
7. Notice that órdenes here means *commands*, not *commercial orders*.

## XXXVI

### RECLAMACIÓN

Tegucigalpa, Honduras.

1° de mayo de 19—.

Federal Mfg. Company,  
13 Beekman St.,  
New York.

Muy Sres. míos :

No he acusado a Vds. antes recibo de su grata del 15 del ppdo., porque esperaba la llegada del pedido que les hice



en la mía del 20 de marzo, el envío del cual me anuncian en su citada.<sup>1</sup>

Los bultos, en efecto, han llegado ya; y después de haberlos abierto y examinado el género, he quedado <sup>2</sup> muy desagradablemente sorprendido al hallarlo bastante inferior a las muestras que su viajante me enseñó, y al notar que los precios de algunos artículos son superiores a los convenidos.<sup>3</sup>

En cuanto al envase, tampoco han seguido Vds. mis instrucciones al pie de la letra.<sup>4</sup> Les dije que tuvieran en cuenta <sup>5</sup> que las mercancías tienen que transportarse a veces en acémila, por caminos muy quebrados, bajo los rayos de un sol ardiente, expuestas a la intemperie y a toda suerte de cambios atmosféricos; por eso los bultos de arpillera deben estar cubiertos con tela impermeable, con preferencia de <sup>6</sup> hule. El haber dejado Vds. de <sup>7</sup> seguir esa recomendación ha sido causa de que los géneros contenidos en algunos de los bultos hayan <sup>8</sup> llegado <sup>9</sup> bastante averiados.

Por consiguiente, siento <sup>10</sup> manifestarles que no me es posible aceptar la remesa si no me conceden un 30% <sup>11</sup> de descuento sobre el valor total de la factura, después de abonarme \$50 que he pagado por derechos de aduana y gastos de transporte. De no ser así,<sup>12</sup> tendré que dejarla de cuenta.<sup>13</sup>

Aguardando su contestación, quedo atto. y afmo.,

RODOLFO PAZ

1. su citada: *your aforementioned (letter)*. Carta is understood.

2. quedado. See Letter XVII, note 2.

3. los convenidos: *the (prices) agreed upon*. Precios is understood.

4. al pie de la letra : *exactly*.
5. Les dije que tuvieran en cuenta : *I told you to take into account*. The subjunctive is used after expressions of command.
6. con preferencia de : *with preference of ; i.e., preferably*.
7. El haber dejado Vds. de : *the your having failed to ; i.e., your having failed to*.
8. hayan. The subjunctive is used after expressions of causing.
9. ha sido causa de que los géneros hayan llegado : *was the cause of the goods arriving*.
10. siento. See Letter XXI, note 5.
11. 30%. In reading aloud, say *treinta por ciento*.
12. De no ser así : *(in case) of (its) not being thus ; i.e., otherwise*.
13. dejarla de cuenta : *leave it on account ; i.e., leave it (the consignment) unpaid for*.

## XXXVII

## RESPUESTA A LA ANTERIOR

New York, 14 de mayo de 19—.

Sr. Rodolfo Paz,  
Victoria, 86,  
Tegucigalpa, Honduras.

Muy Sr. nuestro :

En contestación a su grata del 1° del que cursa, debemos manifestarle que nos extraña sobremanera su contenido. No podemos comprender cómo ha podido V. hallar el género en nada<sup>1</sup> inferior a las muestras de nuestro viajante, puesto que ponemos el mayor cuidado en mandar siempre el género exactamente igual a las muestras, precisamente con el fin de evitar reclamaciones, que en nada benefician a ninguna de las partes contratantes.

Con respecto a los precios, son los mismos marcados en la copia del pedido que nuestro viajante dejó en poder de V., una copia del cual incluimos para el caso de que se haya extraviado; <sup>2</sup> y en lo que toca al envase, <sup>3</sup> es la primera vez que recibimos una queja de tal naturaleza, pues la clase de arpillera que empleamos para cubrir los bultos es de tal calidad que no necesita estar cubierta de ningún otro material para conservar los géneros en perfecto estado, por muchos que sean <sup>4</sup> los medios de locomoción empleados para su transporte, y por muy grandes que sean los cambios atmosféricos.

Confiamos en <sup>5</sup> que después de haber pensado V. mejor el asunto <sup>6</sup> se resolverá V. a satisfacer íntegro el importe de la factura por medio de letra a la vista, según convino V. con nuestro viajante. En caso contrario, sentimos decirle que nos veremos obligados a emplear medidas que jamás han sido de nuestro agrado.

Entretanto, somos de V. attos. y afmos.,

FEDERAL MFG. CO.

1. **en nada**: *in anything*; i.e., *in any way*. See Letter VIII, note 7.

2. **para el caso de que se haya extraviado**: *in case it has been lost*. The subjunctive is used after conjunctive expressions denoting supposition.

3. **en lo que toca al envase**: *in what touches the packing*; i.e., *as to the packing*.

4. **por muchos que sean**: *however many may be*. The subjunctive is used after conjunctive phrases denoting concession.

5. **en** is here not to be translated. Spanish (unlike English) usually inserts a preposition before a clause beginning with *que*, if the preceding word or phrase would require the preposition before a noun.

6. **después . . . asunto**: *after you have considered the matter better* (i.e., *more carefully*).

## XXXVIII

## OFERTA DE PRODUCTOS ALIMENTICIOS

New York, 8 de septiembre de 19—.

Sr. Gerente del Hotel Imperial,  
Presente.

Muy Sr. mío :

Habiendo adquirido la representación exclusiva para los Estados Unidos, de gran número de productos españoles y de las Antillas, tengo el gusto de incluir la lista de los mismos, con los precios respectivos, en la confianza de que <sup>1</sup> me verá honrado con un pedido, por pequeño que sea, <sup>2</sup> por vía de ensayo, para que tanto V. como sus parroquianos se convenzan <sup>3</sup> de la superior calidad de los comestibles y bebidas procedentes de las casas más acreditadas de la Península, de Méjico, y de las Antillas.

Todos los pedidos que se reciben para la ciudad, por teléfono o por correo, antes de las dos de la tarde, se entregan el mismo día.

En pedidos de importancia para una sola vez o bien a entregar con regularidad semanalmente, <sup>4</sup> mensualmente o trimestralmente, estoy dispuesto a conceder un descuento mayor o menor según la importancia del pedido.

Confianto que se decidirá V. a probar los incomparables productos de las casas que represento, y aguardando sus órdenes,

Quedo de V. atto. y afmo.,  
CAYETANO SALVAT



PRECIOS CORRIENTES <sup>5</sup>

## ACEITES Y ACEITUNAS

Aceite de oliva español, finísimo y garantizado absolutamente puro. Lata de 6 galones . . . . .	\$2.20
Aceitunas Reinas. Tarro de 14 onzas. La docena . . . . .	2.00
Aceitunas rellenas de <sup>6</sup> anchoas. Delicado aperitivo. Tarro de 2 lbs. La docena . . . . .	7.50
Aceitunas negras. Una docena de tarros . . . . .	2.50
Variantes en vinagre. Una docena de tarros . . . . .	2.50
Alcaparras en vinagre. Una docena de tarros . . . . .	2.50

## SARDINAS Y ANCHOAS DE ESPAÑA

## En latas — Precios por docena

Sardinas sin espina en aceite de oliva . . . . .	2.00
Sardinas en salsa de tomate . . . . .	2.25
Sardinas en escabeche . . . . .	3.00
Anchoas en aceite de oliva . . . . .	2.50

## PESCADOS ESPECIALES DE ESPAÑA

## En latas — Precios por docena

Mejillones en aceite . . . . .	4.50
Atún en aceite . . . . .	5.50
Truchas en escabeche . . . . .	5.50
Bacalao de Escocia. Las 25 lbs. . . . .	3.25

## EMBUTIDOS DE ESPAÑA

Salchichón de Vich. <sup>7</sup> La libra . . . . .	.95
Sobreasadas mallorquinas. <sup>8</sup> La libra . . . . .	.80
Chorizos superiores en manteca. En latas. La docena . . . . .	1.25

Chorizos superiores en rama. La libra . . . . .	\$ .80
Jamones gallegos. <sup>9</sup> La libra . . . . .	.50
Salchichas trufadas, con judías. La lata . . . . .	.50

# CONSERVAS DE CARNE DE ESPAÑA

## En latas — Precios por docena

Liebre estofada . . . . .	8.00
Tordos asados . . . . .	8.00
Pichón en escabeche . . . . .	8.00
Lomo de cerdo con judías . . . . .	6.00
Perdiz con coles . . . . .	10.00
Codornices asadas . . . . .	1.25
Cocido gallego . . . . .	5.00
Pollo con guisantes . . . . .	9.00

# CONSERVAS DE LEGUMBRES DE ESPAÑA

## En latas — Precios por docena

Habas estofadas a la catalana <sup>10</sup> . . . . .	3.80
Pimientos . . . . .	1.80
Habichuelas verdes . . . . .	1.80
Alcachofas . . . . .	1.80
Coliflor . . . . .	2.00
Bróculi . . . . .	2.50
Guisantes . . . . .	1.80
Fritada . . . . .	2.10
Trufas . . . . .	3.50

# LEGUMBRES SECAS

## Precios por 25 libras

Lentejas . . . . .	3.25
Garbanzos . . . . .	3.25

Judías blancas . . . . .	\$2.25
Arroz de Valencia <sup>11</sup> . . . . .	2.25
Chícharos secos . . . . .	2.00

## PASTAS PARA SOPA

## Precios por cajas de 10 libras

Fideos finos . . . . .	1.20
Macarrones . . . . .	1.20
Letras <sup>12</sup> . . . . .	1.20

## DULCES

## Precios por cajas de 10 libras

Turrone de yema, alicante, jijona, avellana, fruta <sup>13</sup>	5.00
Pasta de membrillo . . . . .	4.00
Frutas cristalizadas . . . . .	12.50
Biscochos . . . . .	6.00

## FRUTAS SECAS

Higos de Fraga. <sup>14</sup> La caja de 4 lbs. . . . .	1.00
Pasas de Málaga. <sup>15</sup> La caja . . . . .	1.25
Almendras y avellanas tostadas. La lb. . . . .	.50
Castañas superiores. La lb. . . . .	.10
Ciruelas pasa. La lb. . . . .	.20

## PRODUCTOS MEJICANOS

Chile en polvo. En tarros . . . . .	.30
Chile con carne. En latas . . . . .	.40
Arroz con chile. En latas . . . . .	.15
Especias mejicanas . . . . .	.15
Tamales. Lata de 7 onz. . . . .	.15

## PRODUCTOS DE CUBA

## Precios por docena

Jalea de guayaba.	En cajas de una libra . . . . .	\$2.70
Pasta de guayaba.	En cajas de una libra . . . . .	2.70
Casquitos de guayaba.	En latas . . . . .	2.75
Dulce de mangos.	En latas . . . . .	2.75
Cascos de naranja.	En latas . . . . .	2.75
Guanábana.	En latas . . . . .	2.75
Melado de caña.	En tarros . . . . .	3.30
Casabe.	En cajas de 1 lb. . . . .	3.25
Tasajo.	La libra . . . . .	.35

Todas las semanas se reciben plátanos, ñames y boniatos.

Para vinos, champañas y licores de España, solicítese la lista especial.<sup>16</sup>

1. **en la confianza de que**: *in the confidence of (the fact) that*; i.e., *trusting that*.

2. **por pequeño que sea**: *however small it may be*. The subjunctive is used after conjunctive expressions which denote concession.

3. **convenzan**. The subjunctive is used after conjunctions which denote purpose.

4. **En pedidos . . . semanalmente**: *in orders of importance for a single time or else to deliver with regularity weekly*; i.e., *in important single orders or orders for regular weekly delivery*.

5. This is of course the enclosed list referred to in the letter.

6. **rellenas de**: *stuffed with*. See note 28 on page 6.

7. **Vich** is a small town near Barcelona, Spain, famous for its sausages.

8. **Sobreasadas mallorquinas** are a kind of roasted sausage made in the island of Majorca, the largest of the Balearic islands.

9. **Jamones gallegos**: *Galician hams*. In former days Galicia was a province in the northwestern part of Spain, and the name is still given to that region, although it is now divided into several provinces.

10. **a la catalana**: *in the Catalanian (manner)*. *Manera* is understood. *Cataluña* (which we call in English Catalonia)



was an old province in the northeastern part of Spain. The principal city of the region is Barcelona.

11. **Valencia**, on the Mediterranean coast of Spain, is noted for its exportation of rice.

12. **Letras**: *letters* ; i.e., *alphabetical letters made of paste*.

13. **Turrones . . . fruta**. The *turrón* is a kind of nougat, i.e., a sweetmeat of sugar mixed with the yolk of egg (*turrón de yema*), or containing hazel nuts (*turrón de avellana*) or fruit (*turrón de fruta*). The province of Alicante, on the Mediterranean coast of Spain, and especially one of its cities, Jijona, are famous for their *turrones*, and two very fine varieties are called *turrones alicante* (i.e., *de Alicante*) and *turrones jijona*. It is therefore evident that the line in the text, if it were not written in condensed advertising style, would read as follows: *Turrones de yema, turrones alicante, turrones jijona, turrones de avellana, turrones de fruta*.

14. **Fraga** is a small town in the northeastern part of Spain, famous for its figs.

15. **Málaga**, on the Mediterranean coast of Spain, is noted for its exportation of grapes and raisins.

16. **solicítese la lista especial**: *let the special list be asked for* ; i.e., *apply for the special price-list*. The subjunctive is used in independent clauses to express a command or earnest desire.

## XXXIX

### OFERTA DE TEJADOS

New York, 24 de abril de 19—.

Sr. Julián Espino,  
Plaza Mayor, 96,  
San José <sup>1</sup> de Costa Rica.

Muy Sr. nuestro :

El Sr. Cónsul <sup>2</sup> de Costa Rica en ésta, ha tenido la amabilidad de darnos el nombre de V. como comerciante de arraigo, importador de artículos estadounidenses.

En consecuencia, nos tomamos la libertad de enviarle por separado un ejemplar de nuestro catálogo, que contiene diseños de los tejados que construimos, con los precios y descuentos respectivos.

Estos tejados ofrecen inmensas ventajas sobre los de tejamanil, de hoja de lata, de alquitrán y de hierro. Además de poderse colocar<sup>3</sup> con la mayor facilidad y con un gasto insignificante, resisten más que ningún otro<sup>4</sup> material el frío, el calor, la lluvia y todos los cambios atmosféricos. Eso depende de la calidad de la goma que se emplea en su construcción, la cual<sup>5</sup> no se oxida, ni se raja, ni se reblandece.

Tenemos existencias de tejados de color verde, rojo, carmelita, y bronceado. Esos colores no se desgastan ni se destiñen, puesto que forman parte del mismo material del tejado, gracias a un procedimiento exclusivo de esta casa.

Confianto recibir sus noticias, aprovechamos esta ocasión para ofrecernos de V.

Attos. y afmos.,  
THE RELIABLE ROOFING COMPANY

1. San José, the capital of Costa Rica, is often called *San José de Costa Rica*, to distinguish it from many other towns called *San José*.

2. El Sr. Cónsul: *the consul*. *Señor* and *Señora* are usually placed before titles for the sake of politeness, but are not to be translated.

3. Además de poderse colocar: *besides being able to lay themselves*; i.e., *besides being capable of being laid*.

4. más que ningún otro: *more than* (i.e., *better than*) *any other*. Notice that after *más que* Spanish uses the negatives *ninguno*, *nadie*, *nada*, etc., whereas we use the positives *any*, *any one*, *anything*, etc.

5. la cual: *which*. When a relative pronoun is far removed from its antecedent, *el que* and *el cual* are used more commonly than *que*.

## XL

## OFERTA DE MUEBLES

Boston, 14 de septiembre de 19—.

Sres. Artigas y Nogués,  
25 de Mayo,<sup>1</sup> 1535,  
Buenos Aires, Argentina.

Muy Sres. nuestros :

De acuerdo con los deseos expresados en su grata del 2 del actual, tenemos el gusto de enviarles por separado nuestro catálogo ilustrado de muebles.

Según verán en él, los fabricamos de todas clases : para familias, para hoteles, para despachos, tribunales, clubs, etc.

De la página 5 a la 20, hallarán una gran variedad de mesas, aparadores, sillas y vitrinas para comedor, tanto de nogal como de caoba legítima y de <sup>2</sup> imitación. De la página 21 a la 30 encontrarán un rico y variado surtido de sofás, sillones, poltronas, mecedoras, trípodes, mesitas de centro y cuanto <sup>3</sup> puede contener el más lujoso salón.<sup>4</sup> En las páginas sucesivas se ilustran sinnúmero de variedades <sup>5</sup> de pupitres (planos y de tapa corrediza), mesas ministro, librerías y estantes, mesitas para máquinas de escribir, atriles y cuanto se requiere en un despacho bien montado ; mostradores, estanterías, sillas giratorias, etc.

En caso de vernos honrados con un pedido, seguiremos sus instrucciones al pie de la letra,<sup>6</sup> y estamos seguros de que <sup>7</sup> no tendrán la menor queja de nosotros. Embalamos todos nuestros artículos con el mayor cuidado, y pueden Vds. tener la seguridad de que los recibirán como si saliesen <sup>8</sup> de la fábrica. Hace años que estamos <sup>9</sup> en tratos con casas



importantes de la América hispánica y jamás hemos recibido la menor queja por negligencia o desidia de nuestra parte.

Aguardando sus gratos pedidos, quedamos de Vds.

Afmos. y S. S.,

EMPIRE FURNITURE MFG. CO.

1. The main street of Buenos Aires is *la Avenida del 25 de Mayo*, so called in memory of Argentina's declaration of independence, May 25, 1810. Notice that *Mayo* begins with a capital when used as the name of a street.

2. *de* is here to be omitted in translation.

3. *cuanto*: *all that*.

4. *salón*. See Letter XXVII, note 2.

5. *sinnúmero de variedades*: *a great number of kinds*.

6. *al pie de la letra*: *exactly*.

7. *estamos seguros de que*: *we are sure, of (the fact) that*, or simply *we are sure that*. It is often better not to translate *de* when it stands before *que*.

8. *como si saliesen*. This is really the *if*-clause of a condition contrary to fact: *as perfect as they would be if they were coming out of the factory*. That is why *saliesen* is subjunctive. See Letter XXVII, note 4.

9. *Hace años que estamos*: *it makes years that we are*; i.e., *for years we have been*. Notice the use of the present in Spanish where we use the perfect. See Letter XX, note 3.

## XLI

### OFERTA DE EFECTOS DE ESCRITORIO

New York, 16 de mayo de 19—.

Sr. Salvador Aguirre,

Alberdi, 203,

Asunción, Paraguay.

Muy Sr. nuestro:

Por este mismo correo nos es grato enviarle la última edición de nuestro catálogo ilustrado de efectos de escritorio,



donde hallará, además de las existencias que figuran en los anteriores, nuevos artículos que han tenido una aceptación extraordinaria en el mercado.

Las páginas 58 a 65 contienen dibujos de los nuevos modelos de broches y sujetapapeles. El broche modelo N<sup>1</sup> es de latón, y puede sujetarse con él desde la hoja más delgada hasta un número de ellas que formen<sup>2</sup> un centímetro de espesor, sin que se desprendan fácilmente.<sup>3</sup> El broche modelo G<sup>4</sup> es de acero, y ha tenido gran aceptación porque sujeta con firmeza una gran cantidad de papeles, que pueden separarse sin esfuerzo en un instante, sin deteriorarlos ni romperlos.

Los tajalápices que se ilustran en las páginas 66 y siguientes, tajan el lápiz con un corte perfectamente cónico, sin que jamás se rompa la punta.

Sírvase fijarse en los elegantes tinteros de cristal y de bronce que aparecen en las páginas 70 a 80 inclusive, así como en la gran variedad de cortapapeles de asta, de marfil, de metal y de madera de sándalo con mango labrado.

En caso de que tenga<sup>5</sup> la bondad de mandarnos un pedido de mangos, plumas, y lápices, le suplicamos encarecidamente se sirva<sup>6</sup> escribir con toda claridad los respectivos números a que corresponden, de acuerdo con el catálogo.

Le recomendamos asimismo los últimos modelos de balanzas postales, carteras, fechadores, pisapapeles, etc.

Tendremos el gusto de concederle los descuentos de costumbre,<sup>7</sup> y nos comprometemos a hacer pronta entrega del pedido.

En espera de recibirlo pronto, quedamos como siempre,

De V. afmos. S. S.,

STAR STATIONERY CO.

1. N. In reading aloud, pronounce *ene*. See Letter XVII, note 5.
2. *formen*. The subjunctive is used in relative clauses which refer to an indefinite antecedent.
3. *sin que se desprendan fácilmente*: *without their getting loose easily*. See Letter II, note 20.
4. G. In reading aloud, pronounce *je*.
5. *tenga*. The subjunctive is used after conjunctive phrases denoting supposition.
6. *sirva*. The subjunctive is used after expressions of entreaty.
7. *descuentos de costumbre*: *customary discounts*.

## XLII

## OFERTA DE MOTORES

New York, 16 de junio de 19—.

Sr. Eugenio Ochoa,  
Huérfanos, 36,  
Santiago de Chile.<sup>1</sup>

Muy Sr. nuestro :

Por indicación de la compañía "Railroad Equipment Co." de ésta, nos es grato enviarle por separado nuestro catálogo de motores de tipo marítimo y fijos, que funcionan con petróleo.

Estos motores carecen de válvulas, de engranajes y de cadenas. Son de construcción tan sencilla, que una vez puestos en marcha funcionan por sí solos <sup>2</sup> sin necesidad de maquinista. Para la puesta en marcha <sup>3</sup> no se requiere manubrio.

Ofrecen la inmensa ventaja de ser sumamente económicos ; pues el consumo de combustible está graduado por medio de un regulador, y así sólo se usa una cantidad de combustible proporcional al trabajo que se lleva a cabo.<sup>4</sup>

Los motores de tipo marítimo están provistos de un regu-

lador, que evita las carreras del motor cuando la hélice se encuentra fuera del agua, en casos de mar alborotado.

Contamos también con <sup>5</sup> un completo surtido de motores que funcionan por medio de gasolina y de alcohol.

Efectuamos los embarques con el mayor esmero y prontitud, de modo que nuestros parroquianos siempre reciben las consignaciones sin pérdida de tiempo y sin ninguna avería en lo que <sup>6</sup> de nosotros depende.

En espera de sus noticias, disponga de sus afmos.

S. S.,

ACME MOTOR MFG. CO.

1. **Santiago de Chile** is often used as the name of *Santiago*, the capital of Chile, to distinguish it from other towns of the same name, such as *Santiago de Cuba*.

2. **funcionan por sí solos**: *work by themselves alone* ; i.e., *work automatically*.

3. **la puesta en marcha**: *the putting in march* ; i.e., *the start*.

4. **que se lleva a cabo**: *that is carried to an end* ; i.e., *that is accomplished*.

5. **Contamos con**: *we have*.

6. **en lo que**: *in that which* ; i.e., *as far as*.

## XLIII

### OFERTA DE BOTES

Salem, Ohio, 30 de abril de 19—.

Sres. Hijos de Alvear, S. en C.,<sup>1</sup>

Plaza Mayor, 16,

Managua, Nicaragua.

Muy Sres. nuestros :

Acabamos de recibir una carta de la Canoe Mfg. Co. de Bradford, estado del Maine, en la que nos manifiestan que

tienen Vds. interés en conocer <sup>2</sup> una casa constructora de embarcaciones de metal, a propósito para países tropicales.

Nos complacemos en aprovechar <sup>3</sup> esta ocasión para enviarles por este mismo correo un ejemplar del catálogo de los muchos modelos de botes automóviles, botes de remo, botes de cazar y de pescar <sup>4</sup> y de motores de tipo marítimo que construimos.

Los botes de acero que salen de nuestros talleres, son los más a propósito para las aguas de países tropicales. El casco, construido con chapas de acero, no puede combarse, ni llenarse de agua; no puede agrietarse, rajarse ni abrirse por las uniones; siendo el casco de metal, tampoco puede penetrar por él la carcoma. Para conservar esos botes en buen estado, no se necesita más que <sup>5</sup> darles una capa de pintura de vez en cuando. Jamás pueden sumergirse, pues tienen cámaras neumáticas, como los botes salvavidas.

Están equipados <sup>6</sup> con motor de dos tiempos, que no se para <sup>7</sup> jamás, cualquiera que sea <sup>8</sup> la velocidad. La puesta en marcha se verifica lo mismo que en un automóvil. Todo modelo está equipado con un regulador para un solo hombre y con un amortiguador submarino.

Si tienen Vds. la bondad de enviarnos sus informes, <sup>9</sup> podremos hacer arreglos para la representación, y les mandaremos la nota de precios, descuentos y condiciones.

Deseando poder llegar a un acuerdo mutuamente satisfactorio, dispongan de sus afmos. S. S.,

NATIONAL BOAT MFG. Co.

1. S. en C. = *Sociedad en Comandita: Limited (liability) Company*. The abbreviation corresponds to our *Ltd.* (= *Limited*).

2. en conocer: *in knowing*.



3. **Nos complacemos en aprovechar:** *we please ourselves in using ; i.e., we are glad to take advantage of.*

4. **botes de cazar y de pescar:** *hunting- and fishing-boats.* In English there are many combinations of nouns in which one modifies the other, either to denote the material of which it is made, or the purpose for which it is used. In Spanish the qualifying noun is placed after the principal one, and the two are connected by a preposition, usually *de*. When the English qualifying noun is a verbal noun ending in *-ing*, it is rendered in Spanish by an infinitive.

5. **no se necesita más que:** *no more is needed than ; i.e., it is only necessary to.*

6. **Están equipados.** See Letter III, note 16.

7. **para** is here a verb.

8. **sea.** The subjunctive is used in clauses introduced by compound relatives having a concessive force.

9. **sus informes:** *your references.*

## XLIV

### OFERTA DE CANOAS

Bradford, Maine, 5 de abril de 19—.

Sres. Hijos de Alvear, S. en C.

Plaza Mayor, 16,

Managua, Nicaragua.

Muy Sres. nuestros :

Nos es grato enviarles en la presente, el catálogo ilustrado de canoas que fabricamos, con los precios respectivos.

Una canoa en una quinta de recreo puede decirse que representa <sup>1</sup> ese espíritu del siglo XX <sup>2</sup> que se manifiesta por la tendencia al retorno a la naturaleza, a la vida al aire libre.<sup>3</sup> Esa clase de embarcación ofrece sobre las demás y sobre los vehículos modernos, la inapreciable ventaja de <sup>4</sup> que una vez satisfecho el primer gasto ya no

hay que hacer <sup>5</sup> otro desembolso alguno; <sup>6</sup> y la de que <sup>7</sup> el último modelo que se construye es exactamente igual al que <sup>8</sup> se construyó diez años atrás, que a su vez está calcado sobre el que construyeron los indios, sin que jamás pase <sup>9</sup> de moda, como sucede con los botes automóviles, y con todos los demás vehículos de deporte, que muy pronto resultan anticuados.

Las canoas que salen de nuestros talleres, son de lo más resistente y de lo más elegante que se fabrica.<sup>10</sup> El costillaje y la tablazón son de cedro liso, sin nudos y sin la menor imperfección. La madera es de los bosques del estado del Maine, la cual <sup>11</sup> se distingue por su ligereza y elasticidad al mismo tiempo que por su consistencia. Al doblarla por medio del vapor y al colocarla en los moldes, conserva sin el menor esfuerzo la forma que quiere dársele.<sup>12</sup>

La tablazón tiene el largo completo,<sup>13</sup> y queda <sup>14</sup> sujeta al costillaje por medio de sólidas clavijas de cobre. Las regalas y barandillas son de la mejor clase de abeto. Los asientos, los bancos de bogar <sup>15</sup> y las cubiertas son de fresno, de abedul y de arce. Los asientos de proa y de popa son de rejilla, de quitaipón; <sup>16</sup> y en cada canoa hay dos bancos de bogar, también de quitaipón. Las ligazones por toda la canoa son de cobre, de latón y de hierro galvanizado. El casco de la embarcación se empapa en un aceite especial, con el fin de hacerlo insensible a la humedad. La quilla, de madera dura, abraza todo el largo <sup>17</sup> de la canoa.

Construimos canoas de lona con una buena capa de pintura especial para hacerlas impermeables, y también de caoba en las cubiertas, los bancos, la armazón de los asientos, y las barandillas. En las páginas 5 y 9 del

catálogo hallarán Vds. los detalles de esa clase de embarcaciones.

En la confianza de vernos honrados con sus gratos pedidos, somos de Vds.

Afmos. y S. S.,  
IDEAL CANOE MFG. CO.

1. Una canoa . . . representa : *a canoe in a villa of recreation it may say itself that it represents ; i.e., it may be said that a canoe in a country-home represents.*

2. del siglo XX. See Letter II, note 21.

3. la vida al aire libre : *life in the open air.*

4. de is here to be omitted in translation.

5. ya no hay que hacer : *it is not necessary to make.* Here, as often, *ya* emphasizes the idea, but is better omitted in the translation.

6. otro desembolso alguno : *any other disbursement.* There is one very important exception to the rule stated in Letter VIII, note 7 (see also Letter XXIX, note 2). *Alguno*, if placed after its noun, may be used even in negative clauses.

7. la de que : *the (advantage) that.* *Ventaja* is understood after *la*.

8. al que : *to the one that.*

9. pase. See Letter II, note 20.

10. son . . . fabrica : *are of what is most resistant and what is most elegant which is made ; i.e., are the most resistant and elegant made.* See Letter XII, note 11.

11. la cual : *which.* See Letter XXXIX, note 5.

12. que quiere dársele = *que se quiere darle : which one wishes to give to it.* When an infinitive or a present participle depends upon an auxiliary verb, the object pronoun may either be attached to the infinitive or precede the auxiliary.

13. tiene el largo completo : *runs the entire length.*

14. queda. See Letter XVII, note 2.

15. los bancos de bogar : *the rowing-benches ; i.e., the thwarts.* See Letter XLIII, note 4.

16. de quitapón = *de quita y pon* (the imperatives of *quitar* and *poner*) : *of take out and put in ; i.e., adjustable.*

17. abraza todo el largo : *runs the entire length.*



## XLV

## CONTESTACIÓN A LA ANTERIOR

Managua, Nicaragua.

15 de abril de 19—.

Ideal Canoe Mfg. Co.,  
Bradford, Maine.

Muy Sres. nuestros :

Poseemos su grata del 5 del actual, con el catálogo de canoas que en la misma nos anuncian.

Lo hemos examinado detenidamente y debemos confesar que los modelos diseñados nos agradan sobremanera, por su sencillez y elegancia. Esas embarcaciones nos parecen tan ligeras como seguras, y no dudamos que no sería muy difícil abrirles mercado con un poco de trabajo y de propaganda.

Sin embargo, también debemos añadir con franqueza, que para los países tropicales convendrían más otra clase de canoas,<sup>1</sup> de casco menos sensible a los cambios de temperatura y a la carcoma: de metal, por ejemplo. Si no construyen Vds. esa clase de embarcaciones, les agradeceríamos nos dieran <sup>2</sup> el nombre de una casa que las tenga,<sup>3</sup> o bien <sup>4</sup> que escribieran a tal casa para que nos enviara <sup>5</sup> precios y condiciones de venta.

Dándoles las gracias por anticipado por su amabilidad, quedamos de Vds.

Attos. y afmos.,

HIJOS DE ALVEAR, S. EN C.

1. convendrían más otra clase de canoas: *another kind of canoes would be more suitable*. When a singular noun is connected with a plural noun by *de*, an accompanying verb usually agrees with the plural noun.



2. *les agradeceríamos nos dieran*: *we should thank you that you should give us*; i.e., *we should thank you to give us*. The subjunctive is used after expressions involving approval or disapproval (praise, blame, etc.). See also Letter VII, note 12.

3. *tenga*. The subjunctive is used in relative clauses which refer to an indefinite antecedent.

4. *o bien*: *or else*.

5. *para que nos enviara*: *to send us*. The subjunctive is used after conjunctions denoting purpose.

## XLVI

### OFERTA DE AUTOMÓVILES

Detroit, Mich., 25 de octubre de 19—.

Sr. Salvador Cuevas,

San Andrés, 31,

Méjico, D. F.<sup>1</sup>

Muy Sr. nuestro:

Enterados de que está V. dispuesto a aceptar la representación de productos estadounidenses, y habiéndosenos dado los informes más satisfactorios de V.,<sup>2</sup> nos tomamos la libertad de preguntarle si estaría V. dispuesto a aceptar el encargo de dar a conocer,<sup>3</sup> en Méjico los automóviles que fabricamos.

Por el catálogo que recibirá por separado,<sup>4</sup> verá V. que los construimos de diversos modelos y para distintos objetos. Como automóvil resistente, ligero y elástico, recomendamos el que figura en la página 12, de 4 cilindros, que a fines del año pasado hizo el viaje desde Nueva York a San Francisco de California (3557 millas de distancia) en diez días, quince horas y trece minutos, batiendo todos los records anteriores en <sup>5</sup> cuatro días y once horas.

Ese modelo corre con la misma facilidad sobre los pavimentos lisos y nivelados de las metrópolis, que al través de praderas pantanosas, por las arenas de los desiertos y por las cuestas de los montes. Los hay de <sup>6</sup> los tres tipos siguientes :

Automóvil de excursión, para 5 pasajeros, 30 H. P. <sup>7</sup>	\$1250.
Id. <sup>8</sup> de caminos, para 4 id., 30 H. P.	1250.
Carretela de 23 H. P.	850.

Construimos asimismo camiones automóviles para transporte de mercancías de 500 lbs.<sup>9</sup> de cabida al precio de \$600, y de 1500 lbs. a \$750.

Si se desea un automóvil pequeño, cómodo, resistente y ligero, no hay otro que pueda <sup>10</sup> compararse al modelo de la página 15, de 4 cilindros, 20 H. P., engranaje corredizo, magneto B,<sup>11</sup> al precio de \$725 oro americano, f. o. b.<sup>12</sup> en ésta, incluyendo tres faroles, bocina y herramientas. La capota, el depósito, el velocímetro y el portaequipaje son con recargo.

Empleamos en la construcción de automóviles el motor de explosión, con cilindros de arrabio o de acero; y tanto estas piezas como las demás: válvulas (de admisión y de escape), biela, árbol motor, volante, embragues, frenos, bobinas, bujías, etc., son de la mejor calidad y están montadas con la mayor perfección, por mecánicos entendidos y de largos años de experiencia.

Si le interesa a V. nuestra proposición, tendremos el mayor gusto en recibir sus noticias, y en fijar condiciones de representación sobre base permanente.

En espera de su amable respuesta, quedamos entretanto

Afmos. y S. S.,

TOURIST MOTOR CAR MFG. CO.

1. See Exercise 25, note 2.
2. **habiéndosenos dado los informes más satisfactorios de V.:** *most satisfactory information having been given us about you.*
3. **de dar a conocer:** *of introducing.*
4. **por separado:** *under separate cover.*
5. **en:** *by.*
6. **Los hay de:** *we have them of.*
7. **H.P.** This is the English abbreviation for *horse-power*. It is commonly used in written Spanish, although in reading aloud one would use the corresponding Spanish expression: *caballos de fuerza*.
8. **Id.** = *idem* (Latin): *ditto*.
9. **lbs.** = *libras*.
10. **pueda.** The subjunctive is used in relative clauses which refer to an indefinite antecedent.
11. **B.** In reading aloud, pronounce *be*.
12. **f. o. b.** This is the English abbreviation for *free on board*. It is commonly used in written Spanish, although in reading aloud one would use the corresponding Spanish expression: *franco a bordo*.

## XLVII

## OFERTA DE MÁQUINAS DE ESCRIBIR

Philadelphia, Pa.

28 de junio de 19—.

Sr. Carlos Saavedra,  
Martí, 78,  
Santiago de Cuba.

Muy Sr. nuestro:

Por el catálogo que tenemos el gusto de enviarle por separado, verá que acabamos de construir un nuevo modelo de la máquina de escribir N,<sup>1</sup> que compite con las máquinas de mayor precio.

Tiene todas las piezas que se necesitan para llevar a cabo un trabajo perfecto. A pesar de constar únicamente



de veintiocho teclas, imprime 84 caracteres de espacio sencillo o doble, con toque ligero y elástico.

La cinta entinta los tipos. Se alimenta automáticamente. Se pueden sacar copias al carbón. Admite papel de cualquier tamaño hasta de nueve pulgadas de ancho. Escritura visible. El timbre suena antes de acabarse el renglón. El mecanógrafo es el único que regula la velocidad, puesto que puede escribirse<sup>2</sup> en la máquina N tan de prisa como se desee.<sup>3</sup>

Está construida de acero endurecido, y todas las piezas se han sometido a rigurosa prueba antes de montar la máquina. En caso de<sup>4</sup> que se descomponga<sup>5</sup> alguna pieza, la repondremos o compoundremos sin ningún recargo.<sup>6</sup>

La máquina de escribir N es sumamente útil para autores, abogados, médicos, profesores, estudiantes, y en especial para viajeros y viajantes de comercio, puesto que, a pesar de tener teclado completo, no pesa más que seis libras y puede llevarse dentro de una caja de cuero de cerca de un pie cuadrado, con asa cómoda que permite llevarla de un punto a otro como si fuese<sup>7</sup> una máquina fotográfica.

El precio de catálogo es de \$20 (oro americano), como las del antiguo modelo, y le serviremos a V. los pedidos con los descuentos acostumbrados.

En espera de sus noticias, quedamos de V.

Attos. y afmos.,

PEERLESS TYPEWRITING MANUFACTURING CO.

1. **N.** In reading aloud, pronounce *ene*.

2. **puede escribirse** = *se puede escribir*; *one can write*.  
See Letter XLIV, note 12.

3. **desea**. See Letter II, note 20.

4. **de** is here not to be translated.

5. **descomponga**. The subjunctive is used after conjunctive expressions denoting supposition.



6. *sin ningún recargo*: *without any extra charge*. See Letter XXIX, note 2, and Letter VIII, note 7.

7. *como si fuese*: *as if it were*. For the subjunctive, see Letter XL, note 8.

## XLVIII

### OFERTA DE VICTROLAS

Trenton, N. J., 4 de mayo de 19—.

Sr. Adolfo Aguilar,  
Condell, 157,  
Valparaíso, Chile.

Muy Sr. nuestro:

De conformidad con el contenido de su grata del 25 del ppdo., tenemos el gusto de enviarle por separado un folleto que presenta las ventajas de la Victrola Perla sobre las demás que están a la venta.

Una de las mayores ventajas de esta victrola es la duración de los discos, que reproducen las piezas musicales más famosas del mundo,<sup>1</sup> tanto vocales como instrumentales, con una pureza y claridad de tono que son un encanto para el oído.

Con el fin de que pueda<sup>2</sup> V. introducir fácilmente esos aparatos en Valparaíso, estamos dispuestos a concederle un descuento de 25 % en pedidos de una hasta seis victrolas,<sup>3</sup> y de 30 % hasta una docena. En cantidades de una docena para arriba haremos descuentos convencionales, según la importancia del pedido. Los precios se entienden franco a bordo<sup>4</sup> en el puerto de Nueva York.

Aguardando sus noticias, quedamos

Attos. y afmos.,

STANDARD VICTROLA COMPANY

1. **del mundo**: *in the world*. The English preposition *in* after a superlative is rendered by *de* in Spanish.

2. **pueda**. The subjunctive is used after conjunctions denoting purpose.

3. **en pedidos . . . victrolas**: *on orders of from one to six victrolas*.

4. **franco a bordo** is equivalent to our *free on board* (*f. o. b.*).

## XLIX

## ENVÍO DE FERRETERÍA

Chicago, 4 de febrero de 19—.

Sr. Antonio Ruiz y Serrano,<sup>1</sup>

Desamparados, 104,

Montevideo, Uruguay.'

Muy Sr. nuestro :

Tenemos el gusto de incluir en la presente, factura y conocimiento por duplicado, correspondientes a 50 cajas de artículos de ferretería, de acuerdo con el pedido que tuvo a bien enviarnos<sup>2</sup> en su grata del 10 del ppdo.

Dichos artículos se embarcarán hoy en el vapor "Pizarro," que sale para Buenos Aires pasado mañana, 6, con escala en ese<sup>3</sup> puerto.

Confianto en que<sup>4</sup> llegarán en perfecto estado y que los hallará V. de conformidad, quedamos, en espera de un nuevo pedido,

Afmos. S. S.,

MODEL HARDWARE CO.

1. See note 22 on page 6.

2. **que tuvo a bien enviarnos**: *which you had for well to send us*; i.e., *which you were kind enough to send us*.

3. **ese**. See Letter XIX, note 4.

4. **Confianto en que**. See Letter XXXVII, note 5.

## L

## ACUSE DE RECIBO

(CONTESTACIÓN A LA ANTERIOR)

Montevideo, Uruguay.

4 de marzo de 19—.

Model Hardware Co.,  
16 Randolph St.,  
Chicago, Ill.

Muy Sres. míos :

He retirado de la aduana las 50 cajas de objetos de ferretería anunciadas en su grata del 4 del ppdo., que he hallado de conformidad.

Por la presente he de hacerles <sup>1</sup> un nuevo pedido de los siguientes artículos, que se servirán embarcar <sup>2</sup> cuanto antes y en la misma forma que el anterior :

- 2 docenas <sup>3</sup> escoplos.
- 3 ídem limas.
- 2 ídem serruchos.
- 4 ídem formones.
- 5 ídem destornilladores.
- 6 ídem barrenas de mano.
- 6 ídem ídem para berbiquí.
- 8 ídem sacacorchos.
- 8 ídem sacaclavos.
- 1 gruesa llaves inglesas.

En espera del anterior pedido,<sup>4</sup> soy de Vds.

Afmo. y S. S.,

ANTONIO RUIZ Y SERRANO <sup>5</sup>

1. **Por la presente he de hacerles :** *by the present (letter) I am to make you ; i.e., in this letter I am sending you.*
2. **que se servirán embarcar :** *which you will serve yourselves to ship ; i.e., which you will please ship.*
3. **docenas** is usually followed by *de*, but in lists the omission of the preposition is very common.
4. **del anterior pedido :** *of the above order.*
5. See note 22 on page 6.

## LI

## PEDIDO DE APEROS DE LABRANZA

Buenos Aires, 15 de mayo de 19—.

Agricultural Implements Co.,  
77 Broadway,  
New York.

Muy Sres. nuestros :

En la reciente exposición de San Francisco tuvimos el gusto de apreciar con todos sus detalles la variedad de aperos de labranza y máquinas agrícolas que fabrica la importante casa de Vds., y nos han parecido muy a propósito para nuestras estancias.

Como quiera que<sup>1</sup> deseáramos entrar en relaciones comerciales con Vds., pueden desde luego pedir informes a<sup>2</sup> la sucursal del Banco Nacional Argentino, de ésa ; y si esos informes son, como esperamos, a entera satisfacción de Vds., pueden expedirnos por el primer vapor, a título de prueba :<sup>3</sup>

2 sembradoras.

2 trilladoras mecánicas.

2 segadoras.

2 arados.

2 desgranadoras de maíz.

1 trilladora de vapor.

4 aventadoras.

1 cortadora de heno.



Quedan Vds. autorizados desde luego para girar sobre nosotros por el importe total, a la vista, haciendo los correspondientes descuentos que anuncian en sus catálogos.

Suyos afmos.,

COMUNIDAD DE REGANTES,<sup>4</sup>

pp.<sup>6</sup>

DOMINGO RUBIERA

1. Como quiera que: *inasmuch as*.
2. pedir informes a: *ask references of*. Verbs of asking often take as direct object the thing asked for, and as indirect object the person of whom it is asked.
3. a título de prueba: *under heading of trial*; i.e., *on trial*.
4. Comunidad de Regantes: *Society of Irrigators*, or *Irrigation Guild*. This is the name of an Argentinian corporation of farmers.
5. pp. See Letter XX, note 5.

## LII

### SE PIDEN DATOS DE EQUIPO FERROVIARIO

Santiago de Chile.

3 de junio de 19—.

Railroad Equipment Co.,  
75 Third Ave.,  
Pittsburgh, Pa.

Muy Sres. míos:

Tengo el gusto de dirigirme a Vds. por indicación de un amigo mío <sup>1</sup> que conoce el nombre de esa <sup>2</sup> Compañía, por haber hecho algunos negocios con ella.<sup>3</sup>

En vista del extraordinario desarrollo que está alcanzando en este país la industria de transporte por mar y por tierra,

tengo el propósito de ponerme de acuerdo<sup>4</sup> con una casa de los Estados Unidos para importar material y equipo ferroviario, y locomotoras y coches de todas clases para vías férreas, haciendas, minas, instalaciones de ingeniería, trabajos industriales, etc., etc.

Por consiguiente, les agradeceré se sirvan<sup>5</sup> enviarme datos, precios y condiciones de los materiales que puedan<sup>6</sup> ofrecerme, incluyendo cuanto se refiere al ramo de furgones para transporte de equipajes, de ganado, de carnes, de barriles, cajas y demás.

Asimismo me interesa saber los precios de motores de petróleo y de gasolina, fijos y del tipo marítimo, de 6 a 60 H. P.<sup>7</sup> Si no se dedican Vds. a ese ramo, les agradecería me dijeran a qué casa tengo que dirigirme.

Dándoles anticipadamente las gracias, quedo

Atto. y afmo. S. S.,

EUGENIO OCHOA

1. **un amigo mío**: *a friend of mine*. The longer forms of the possessive adjectives, which always follow their nouns, often have the force of English *of mine, of yours, of his*, etc.

2. **esa**. See Letter XIX, note 4.

3. **por . . . ella**: *on account of having done some business with it*.

4. **de ponerme de acuerdo**: *of placing myself in agreement*; i.e., *of making an agreement*.

5. **les agradeceré se sirvan**. The subjunctive is used after expressions involving approval or disapproval (praise, blame, etc.). — For the omission of *que* before a dependent clause, which is very common in letter-writing, see Letter VII, note 12.

6. **puedan**. The subjunctive is used in relative clauses which refer to an indefinite antecedent.

7. **H. P.** See Letter XLVI, note 7.

## LIII

## CONTESTACIÓN A LA ANTERIOR

Pittsburgh, Pa.

15 de junio de 19—.

Sr. Eugenio Ochoa,  
Sotomayor, 204,  
Santiago de Chile.

Muy Sr. nuestro :

En contestación a su grata del 3 del actual, tenemos el gusto de enviarle por este mismo correo el catálogo que acabamos de publicar, donde hallará la descripción completa del material y equipo ferroviario que a V. le conviene.

Contamos con <sup>1</sup> una gran existencia de este material en nuestros talleres para cubrir todas las necesidades del transporte por tierra. En las páginas 1 a 25 hallará los varios tipos que construimos, con una descripción minuciosa de las locomotoras y los coches, que demuestran la incomparable superioridad de cuanto sale de nuestros talleres.

En las páginas 26 y siguientes del catálogo, aparecen los distintos tipos de furgones que construimos, entre los cuales hallará V. seguramente el más apropiado a sus necesidades. Todos los furgones son de acero, según lo exigen las modernas conveniencias de transporte.<sup>2</sup> Las compañías de ferrocarriles de los Estados Unidos están ya empleando furgones de acero de 100.000 lbs.<sup>3</sup> de cabida, en vez de los antiguos <sup>4</sup> de madera, de 60.000 lbs. de cabida.

Hemos tenido el gusto de enviar su nombre y dirección a la compañía "Motorena Mfg. Co.," puesto que el renglón de motores es completamente ajeno a nuestros negocios,<sup>5</sup>

y seguramente recibirá V. contestación directamente de esa compañía.

Confiando vernos favorecidos con sus pedidos,  
Somos attos. y afmos.,  
RAILROAD EQUIPMENT CO.

1. Contamos con: *we count with or on*; i.e., *we have at our disposal*.

2. según . . . transporte: *as modern transportation requirements demand (it)*. It is more natural to omit *lo* in the translation of this clause.

3. 100.000 lbs. = 100.000 libras. Here, as often in Spanish, a period is used between thousands and hundreds, where we use a comma.

4. los antiguos: *the old ones*.

5. ajeno a nuestros negocios: *foreign to our business*; i.e., *out of our line or province*.

## LIV

### SEGURO SOBRE MERCANCÍAS

Warren, Ohio, 3 de julio de 19—.

Sr. Ángel Mestre,<sup>1</sup>  
200 Pearl St.,  
New York.

Muy Sr. mío:

Tengo el gusto de expedirle con esta fecha cuatro cajas que contienen instrumentos de óptica por valor de \$1672, que se servirá V. consignar a la orden de los Sres.<sup>2</sup> Rubio, Arteaga y Matas, de Buenos Aires, por vapor "Manuel Calvo," que sale de ese puerto el 18 del cte.

Espero tendrá V. la amabilidad de encargarse del seguro marítimo de estas mercancías, a la prima más conveniente,



sobre su valor real, además de un 10% de presunta ganancia y los gastos de seguro incluidos.

Puede V. remitirme los documentos que comprueben haberse realizado el seguro,<sup>3</sup> con la correspondiente cuenta de gastos, cuyo importe abonaré a V. en el haber de su cuenta.

Sin otro particular, saludo a V. muy atentamente,

Afmo. y S. S.,

J. ULLMAN

1. **Sr. Ángel Mestre**, as the letter will show, is a commission merchant in New York who forwards merchandise for J. Ullman.

2. **los Sres.** Notice that the definite article is required with titles. See Letter XII, note 3.

3. **que comprueben haberse realizado el seguro:** *which prove the insurance to have accomplished itself ; i.e., which prove that insurance has been taken out.* *Comprueben* is subjunctive because it is in a relative clause referring to an indefinite antecedent.

## LV

### AVISO DE SUSPENSIÓN DE PAGOS

Sevilla, España, 20 de julio de 19—.

Sr. D. <sup>1</sup> Martín Guevara,  
San Francisco, 14,  
Alicante, España.

Muy Sr. nuestro :

Debemos anunciarle con el mayor pesar, que debido a una serie de contratiempos sufridos durante los últimos ocho meses, nos vemos en la imposibilidad de cumplir nuestras obligaciones mercantiles, y que con esta fecha

estamos precisados a declararnos en estado de suspensión de pagos.

Tan luego como se haya <sup>2</sup> practicado un detenido examen de nuestros libros, convocaremos una junta de acreedores, a los cuales presentaremos cuenta detallada del activo y el pasivo, a fin de que puedan <sup>3</sup> hacerse cargo de los fondos con que contamos para satisfacer las deudas pendientes.

Entretanto, no dudamos que sabrá esperar <sup>4</sup> con paciencia el resultado del examen de nuestros libros de contabilidad; y deplorando lo acontecido,<sup>5</sup> que ha sido resultado de sucesos bien ajenos a nuestra previsión, somos de V.

Afmos. y S. S.,

ESPINO Y CÍA.

1. See note 8 on page 5.

2. haya. See Letter II, note 20.

3. puedan. The subjunctive is used after conjunctions denoting purpose.

4. sabrá esperar: *you will be able to wait.*

5. lo acontecido. See Letter XII, note 11.

## LVI

### ANUNCIO DE NAUFRAGIO

Veracruz, Méjico.

10 de septiembre de 19—.

Federico Echeverría y Cía.,

Miranda, 17,

La Guayra, Venezuela.

Muy Sres. míos:

Tengo el sentimiento de anunciarles que el buque mercante "Florida," que salió anteayer del puerto de la

Habana<sup>1</sup> con rumbo a Nueva York, naufragó en aguas de las islas Bahamas, perdiéndose completamente toda la carga.

La tripulación se salvó toda, por fortuna. Del buque no queda otra cosa que el casco.

Así que haya<sup>2</sup> obtenido una declaración de las averías, se lo notificaré a VV.<sup>3</sup> sin la menor dilación.

Entretanto, me pongo a sus órdenes,

Atto. y S. S.,

CARLOS CASTAÑOS

1. **la Habana.** *Habana* requires the definite article except when it is used in addresses.

2. **haya.** See Letter II, note 20.

3. **se lo notificaré a VV.:** *I shall notify it to you ; i.e., I shall notify you of it. Se lo = les lo.* Personal pronouns beginning with *l* are changed to *se* before any other personal pronoun beginning with *l*, *se* assuming the meaning of the pronoun for which it is substituted.

## EXERCISES

NOTE. — In each of the following exercises, the student will be able to find the Spanish meanings of the English words by consulting the letter or letters on which the exercise is based. In the model letter or letters he will also find guidance for all difficult constructions used. Any needful information which is not in the Spanish models will be given in the notes following each exercise. The student should date every letter, and supply it with the appropriate form of address; he should also conclude with an appropriate phrase, and a signature.

### I

#### *Based on Letter I*

Write a letter to a friend <sup>1</sup> in Buenos Aires, Argentina, saying that you are writing him with the greatest <sup>2</sup> pleasure, because you can tell him that you are beginning to like your studies; you <sup>3</sup> are best in languages; they delight you, and there is not any danger of your getting bad marks; <sup>4</sup> philosophy frightens you, but with diligence you are getting along; you are working hard, <sup>5</sup> but you also <sup>6</sup> amuse yourself; you go walking, riding, and driving; you want him to tell you how it goes with him since graduation, and to explain what he is doing and thinking. <sup>7</sup>

1. The student is advised to use *Vd.* and *Vds.* (*usted* and *ustedes*), the formal method of address, in all the exercises. In actual letter-writing he will seldom have occasion to use the familiar form. If, however, he desires to practise using the second person, Letters I and II (pages 7 and 9) will furnish models.



2. It is impossible to give an inviolable rule for the position of attributive adjectives. In general it may be said that *bueno* and *malo* usually stand before, and all other adjectives after the noun. Almost any adjective, however, *may* stand before its noun sometimes. To know *when* is largely a matter of linguistic feeling. The beginner should put all adjectives (except *bueno* and *malo*) after the noun unless the model puts them before. Careful attention to the position of adjectives in the model letters will give him, finally, the necessary linguistic feeling.

3. It is evident that a new paragraph should begin here. Paragraphing will be left to the common sense of the student.

4. *malas notas.*

5. *con ahinco.*

6. *también.*

7. The student should remember that a Spanish letter seems unfinished if it ends abruptly. This letter, for example, should not end with the request for an explanation of what your friend is doing and thinking. The last two lines of the model (*Mientras . . . amigo*) should be added. Always adopt, or at least adapt, the endings of your models, noticing especially that they usually constitute not only a complete sentence, but also a separate paragraph.

2

*Based on Letter II*

Write a letter to a friend, telling him that his letter of the 3d of last month gave you the greatest satisfaction, because you see that he is having luck in his studies. Tell him that you too<sup>1</sup> are studying; that you are devoting yourself to Spanish. Tell him that you have learned<sup>2</sup> that Spain is not the only<sup>3</sup> Spanish-speaking country. There probably are few people who realize this.<sup>4</sup> The Spanish language is spoken in the countries of Spanish America.<sup>5</sup> The Spanish-American<sup>6</sup> countries occupy a greater extent of territory than the countries of Europe. Finish<sup>7</sup> by hoping that he will devote himself to studying the literature of Spain and Spanish America.<sup>8</sup>

1. *también.*
2. *aprendido.*
3. *el único país.*
4. *esto.*
5. *la América española.*
6. *hispanoamericanos.*
7. It is very usual to close a Spanish letter with a sentence beginning with a present participle. Model Letter II is an example of this. The student should write the last sentence of his letter as follows: *Esperando que . . . , te (or le) abraza . . . .* He should always imitate such features of the models.
8. *y de la América española.*

## 3

*Based on Letter III*

Write the following letter from Enrique Maura, in answer to the one received from his friend Leandro Guerrero :

I have just received your letter of February 25th.<sup>1</sup> I am very glad that <sup>2</sup> you met Ernesto. I am glad, too,<sup>3</sup> that you made the trip together. Last year <sup>4</sup> I crossed the Atlantic on the "Antonio López," but not with ideal weather and a smooth sea. On our voyage we had <sup>5</sup> one storm after another.<sup>6</sup> I was very glad <sup>7</sup> to land in New York, and to order a chauffeur to take me to a hotel. Do you leave for San Francisco at the end of the week? The trains that cross the continent <sup>8</sup> are express-trains, on which <sup>9</sup> you will make the trip in comfort. They all have sleeping-cars and diners. With greetings to Ernesto, I remain, etc.<sup>10</sup>

1. *su grata del 25 de febrero.*
2. *Me alegro mucho de que* followed by the subjunctive, because the subjunctive is used after expressions of emotion (joy, sorrow, fear, wonder, etc.).
3. *también.*
4. *El año pasado.*
5. *tuvimos.*

6. *otro*.

7. *Me alegré mucho de* followed by the infinitive. Expressions of emotion are followed by the infinitive, rather than by the subjunctive, if the subject of the dependent verb is the same as that of the main verb.

8. *el continente*.

9. *en los cuales*.

10. Use the ending of the model, with the slight necessary change.

4

*Based on Letter IV*

This letter is written by Srta.<sup>1</sup> Juana García, of Havana,<sup>2</sup> Cuba, to her friend Srta. Luisa López, of Matanzas, Cuba.

She tells her that her cousin Carmen was married yesterday to Andrés Bello, the mining engineer whom she met<sup>3</sup> at the Guerreros' house. The bride wore<sup>4</sup> white liberty silk with superb old lace, and carried a small bouquet of lilies of the valley. The Rev. Father Juan Correa performed<sup>5</sup> the marriage ceremony at Saint Paul's,<sup>6</sup> and the church was decorated with beautiful flowers. At<sup>7</sup> the banquet, which was served at her house, they had a very pleasant time, and they nearly<sup>8</sup> died laughing at the jokes of the guests.<sup>9</sup> The couple will spend the honeymoon in France.<sup>10</sup>

1. See the List of Abbreviations at end of book.

2. *Habana*.

3. *conoció*.

4. Note that *wore* should be in the imperfect tense (see the last line on page 15). It is often difficult for the beginner to choose between the imperfect and the preterite for the translation of the English past tense. The Spanish imperfect is used to express a customary or a continued past action; the Spanish preterite to express a past action, whether of long or short duration, provided the idea of action and not duration is em-



phasized. If the student finds it difficult to apply this rule in the following exercises, he may nevertheless find the correct tense by examining the corresponding forms of the model letters.

5. *fué el oficiante de.*

6. *en la iglesia de San Pablo.*

7. *En.*

8. *casi.*

9. *los convidados.*

10. Do not end abruptly (see Exercise 1, note 7). From now on it will be taken for granted that the student realizes that every Spanish letter must end with some courteous sentence.

## 5

### *Based on Letter V*

Write a letter from Asbury Park, to your friend Juan Navarro in Boston. Tell him that you are <sup>1</sup> at <sup>2</sup> the beach. You prefer <sup>3</sup> the beach because the towns of the interior do not offer the charm of your life in Asbury Park. Some of your friends are here, and you pass the time agreeably taking baths in the ocean, and rowing and fishing. If it is too warm in the afternoon, you read lying in a hammock or you take a little nap. In the evening you dance to your heart's content with the young people. Express the hope<sup>4</sup> that your friend will be in Asbury Park next month.

1. Notice that *estar*, not *ser*, must be used here (compare the phrase *estar con nosotras* in Letter V). Whether to use *ser* or *estar* for the verb *to be* is one of the greatest difficulties for the beginner. He is advised to adopt the following working rules: (1) use *ser* to denote what is permanent or inherent, *estar* to denote what is temporary; but (2) *always* use *ser* when the predicate is a noun or pronoun, and (3) *always* use *estar* when the verb means *to be situated in*. In the following exercises, all cases in which the translation of *to be* is not governed by the above rules, or is not perfectly evident from the model letters, will be explained in the notes.



2. The student should bear in mind that *at* is usually to be translated by *en*, because it usually refers to *place in which*. It is to be translated by *a*, however, when it refers to *place to which*; i.e., after a verb of motion, as in the phrase *llegar a Buenos Aires, to arrive at Buenos Aires*.

3. *to prefer*: *preferir* (a radical-changing verb of the second class).

4. *Esperando que*.

## 6

*Based on Letter VI*

Write an answer to a friend's letter, saying that you have not written before because something serious has happened to you. The very afternoon that you received your friend's letter, you could not taste a mouthful at dinner-time, and the family noticed that you were feverish. You were feeling chills, and your throat was paining you a great deal. You were much alarmed, and thought of <sup>1</sup> measles, scarlet fever, pneumonia, and other diseases. Your friend can imagine the horror of the family when <sup>2</sup> the doctor said that it was diphtheria. He gave you an injection of serum, and you are now out of danger. Your mother sent your little brother to his godfather for fear of contagion. Now your friend will not be surprised that you didn't write before. Close by sending regards to your friends.

1. *to think of*: *pensar en*.

2. *cuando*.

## 7

*Based on Letter VII*

José López writes from San Juan, Puerto Rico, to his friend Manuel Bello, in Ponce, Puerto Rico, telling him that he has bought a house in the country. It is not dear, but

very cheap. He has paid \$500 down, and he will pay the balance in monthly instalments. The house has four bedrooms, dining-room, kitchen, and bath. He desires to live<sup>1</sup> in the country because<sup>2</sup> his house in the city has no garden,<sup>3</sup> and the rooms are not airy and light. A garden surrounds his country-house, and he hopes to have an abundance of flowers. He asks Manuel to come and spend some days with him.<sup>4</sup> He tells him to remember that he has the pleasure of putting the house at his disposal.

1. *vivir*.

2. *porque*.

3. The corresponding Spanish phrase is *no tiene jardín*, has not a garden. Notice that Spanish usually omits the indefinite article after a negative.

4. *with me = conmigo*.

## 8

*Based on Letter VIII*

Octavio Velarde writes a letter from Philadelphia<sup>1</sup> to his friend Luis García in New York,<sup>2</sup> telling him that he, the last bachelor of the family, is finally<sup>3</sup> married. He realizes that, now that he is married, he cannot live in hotels and boarding-houses, where<sup>4</sup> he cannot have<sup>5</sup> the comforts of his own house. Consequently<sup>6</sup> he intends to buy a small house in the suburbs of Philadelphia. The house, situated at a convenient distance from the trains and trolleys, is very pretty. He has signed the contract, and has paid a small sum in advance. He closes with best wishes and regards to all.

1. *Filadelfia*.

2. *Nueva York*.

3. *por fin*.

4. *donde*.

5. *tener*.

6. *Por consiguiente*.

## 9

*Based on Letter IX*

Write a letter to a friend, from Palma de Mallorca, saying that you are on an island in which<sup>1</sup> all is quiet and peace. All the coast is a wild mountain range which has made the island famous. From the observatory at Pollensa one beholds a marvellous view. The island seems like an oasis placed by the fairies in the Mediterranean Sea. In Majorca you have forgotten the hurry of the city,<sup>2</sup> and the racket which gets on one's nerves. The Majorcans live moderately and slowly. But they are industrious. One of the well-developed industries is that of shoemaking, especially<sup>3</sup> ladies' shoes. Close by saying that you are waiting for<sup>4</sup> your friend Daniel, for a trip to the caves of Artá.

1. *en donde.*

2. *la ciudad.*

3. *sobre todo.*

4. *I am waiting for* may be translated either by *espero* or *estoy esperando*. But it is important to remember that, if the present participle is used in Spanish, the auxiliary must be *estar*, not *ser*.

## 10

*Based on Letter X*

This letter is written by Caridad Pereda in Madrid to Dolores Dorrego in New York.

She tells Dolores that most of the people in the United States think that it never<sup>1</sup> snows in Madrid, and that the cold in winter is not so intense as in New York. This is a mistake. It is true<sup>2</sup> that in southern Spain it is warm

almost<sup>3</sup> the year round, but in the rest of the country<sup>4</sup> the climate is as severe as in the north of the United States, although<sup>5</sup> it does not snow so often. She tells her that to-day the first snow of the winter has fallen. Accustomed as one may be to see snow, the streets covered with their first white<sup>6</sup> mantle always produce a happy feeling. However, you have to go carefully on account of<sup>7</sup> the slippery pavement and the danger<sup>8</sup> of falling and breaking an arm or a leg. God grant that many do not lack shelter.

1. If *nunca* (or *jamás*), which means *never*, stands after the verb, *no* is required before the verb; if *nunca* (or *jamás*) stands before the verb, *no* must not be used. *Jamás* would be preferable here, as it is more emphatic than *nunca*.

2. *Es verdad.*

3. *casi.*

4. *del país.*

5. *Aunque*, which means *although*, takes the subjunctive when the clause refers to indefinite future time; otherwise (as here) it takes the indicative.

6. *blanca.*

7. *por.*

8. *el peligro.*

## II

### *Based on Letter XI*

Write a letter from Caracas, Venezuela, to a friend, saying that you are sending him by this same mail some views<sup>1</sup> of Caracas. The improvements in the city will surprise him. They have built new parks and fine<sup>2</sup> avenues of asphalt, with wide sidewalks. The principal<sup>3</sup> improvement is a new avenue, broad and beautiful, which runs<sup>4</sup> from one of the new parks to the Plaza Mayor. Along the new avenue they have built four- and five-story houses of stone. The



only thing wanting is for the municipality to plant two rows of trees to give shade.<sup>5</sup> Funds have been appropriated for lighting the whole city.<sup>6</sup> The people of Caracas,<sup>7</sup> then, are to be congratulated.

1. *unas vistas.*
2. *hermosas.*
3. *principal.*
4. *va.*

5. *para dar sombra.*
6. *la ciudad entera.*
7. *Los caraqueños.*

## 12

*Based on Letter XII*

Write a letter from 23 Washington St., Boston,<sup>1</sup> dated May 15, 1917, to Juan López, who lives at 12 Victoria Street,<sup>2</sup> Buenos Aires, Argentina, telling him that Juan Olivera, to whom he gave a letter of recommendation, presented himself to you some <sup>3</sup> days ago. He has put an advertisement in a newspaper, but has not received the slightest answer. Yesterday <sup>4</sup> he presented himself in the office of Messrs. Artigas & Nogués, but could not talk with the manager because he was on a trip. He tells you that he will not cease seeking employment, and that he will put another advertisement in the paper, in order that he may find something. In the meantime,<sup>5</sup> he is devoting<sup>6</sup> himself to studying English, so that he may be able <sup>7</sup> to better his situation. If he doesn't find anything,<sup>8</sup> you will offer him a position.

1. In writing the addresses of business letters, use the English words and form for the address of any one living in this country, and the Spanish words and form for any one living in Spain or Spanish America. In this letter, for example, begin as follows:

23 Washington St., Boston, Mass.

15 de mayo de 1917.

Sr. Juan López,  
Victoria, 12,  
Buenos Aires, Argentina.

Muy Sr. mío :

2. This would be written *Victoria, 12* (see bottom of page
- 3). The word *calle* is usually omitted in addresses.
3. *algunos*.
4. *Ayer*.
5. *Entretanto*.
6. See Exercise 9, note 4.
7. *may be able* would be in the subjunctive (see Letter XII, note 23) if it were not for the fact that its subject is the same as the subject of the main clause. When the subject does not change from clause to clause, it is better to use an infinitive. Translate *so that he may be able* by *para poder*.
8. *nada* : see Letter VI, note 27.

13

*Based on Letters XIII and XIV*

Mr. Juan Chávez, of Valparaiso,<sup>1</sup> Chile, writes Messrs. Navarro & Co., of 15 Mercaderes St., Lima, Peru,<sup>2</sup> acknowledging the receipt of their letter of March 20th, in which they announce their new partnership for the commission business. He is pleased to accept their offer of services. He needs<sup>3</sup> agricultural machines, automobile tools, and railroad materials at once. He would like them to send him prices, shipping-terms, and discounts, and assures them that if said conditions are satisfactory, he will feel honored to do business with them.

1. *Valparaiso* is the English form of this word ; the Spanish form has an accent on the *i* : *Valparatso*.

2. *Peru* is the English form; in Spanish the word is written *Perú*.

3. *to need*: *necesitar*.

## 14

*Based on Letters XV, XVI, and XVII*

Write a letter from a firm in Lima, Peru, to a customer at 25 Cerrito St., Montevideo, Uruguay, saying that they take pleasure in announcing that they have taken Mr. Juan Suárez into the firm, because<sup>1</sup> their partner, Mr. González, has asked that he be allowed to give up business<sup>2</sup> in order to give attention to the reestablishment of his impaired health. They hope that the customer will give them the same confidence as in the past, and they will continue doing all they can to keep on deserving it. Besides<sup>3</sup> they take pleasure in informing him that from this date their office will be installed at No. 15 Independencia Street. From the 28th inst. the firm will remit under the firm name of López and Suárez. Thanking him in advance for new orders, they remain, etc.

1. *porque*.

2. The Spanish phrase must be equivalent to the words *that one (se) allow him to give up business*. *To allow* is *permitir*.

3. *Además*.

## 15

*Based on Letter XVIII*

Write a letter from Bogotá, Colombia, addressed to Ernesto Pinzón, of 17 Plaza Mayor, Santa Marta, Colombia. Acknowledge receipt of circular letter of the 10th inst.,<sup>1</sup> announcing that the firm of López and Sons<sup>2</sup> has been dissolved by common agreement among the partners. Say

that you have had the pleasure of doing a great deal of business<sup>3</sup> with the firm of López and Sons. Since<sup>4</sup> Mr. Pinzón will continue in the same line, you will be pleased to do business with him. Close by wishing him success<sup>5</sup> in his operations.

1. See the first phrase of Letter XIV.
2. *López e Hijos.*
3. *hacer muchos negocios.*
4. *Puesto que.*
5. *to wish success to: desear la mejor suerte a.*

## 16

*Based on Letters XIX, XX, and XXI*

Write a letter from the Bank of Ecuador, of Guayaquil, Ecuador, addressed to Brown & Co., 93 Wall St., New York,<sup>1</sup> acknowledging receipt of their letter of the 4th inst., in which they ask you for information concerning Mr. Ramón Soriano. You wrote to several<sup>2</sup> agents in order that Brown & Co. might have accurate information about him. For twenty years he has done business in Quito. Of late,<sup>3</sup> however, if one is to believe certain rumors, he has gone into risky speculations, so you are sorry to say that he does not enjoy the reputation which might be desired. You give the foregoing information without responsibility on your part, and with the assurance that they will treat it with the utmost reserve.

1. In accordance with the principle stated in Exercise 12, note 1, use the English words and form for this address: Messrs. Brown & Co., 93 Wall St., New York. It may be said, however, that there are two names of United States cities which are often given a Spanish form both by English-speaking and Spanish-speaking foreign correspondents. These two are



*New York*, which is often written *Nueva York*, and *Philadelphia*, which is often written *Filadelfia*.

2. *varios*.

3. *Ultimamente*.

## 17

*Based on Letter XXII*

Write a letter to Brown & Co., 93 Wall St., New York, in answer to their favor of the 4th of April, in which they ask you for information regarding the solvency<sup>1</sup> of Mr. Francisco Sáenz. You are sorry to tell them that his management of affairs may be considered as questionable. The house of which<sup>2</sup> he is a partner has an insignificant capital, and a disagreement among the partners has resulted in<sup>3</sup> disastrous business. It may be said that his partners leave much to be desired. You hope that this information will be treated as strictly confidential.<sup>4</sup>

1. *respecto de la solvencia*.

2. *de la cual*.

3. *ha dado por resultado*.

4. *confidenciales*.

## 18

*Based on Letters XXIII and XXIV*

Messrs. Duarte & Co., of Colón, Panama,<sup>1</sup> write to Mr. James Duncan, of 14 Summer St., Boston, stating that they have had the pleasure<sup>2</sup> of receiving a visit from Mr. L. Wilson, manager of Drake & Co., who hopes to establish an agency in Colón; that Mr. Wilson presented<sup>3</sup> the letter of recommendation which Mr. Duncan gave<sup>4</sup> him; and that they have done everything possible to give him the information which he may need. That Mr. Wilson had undertaken his trip for business, and so<sup>5</sup> stayed only<sup>6</sup> a few days in the city, but<sup>7</sup> in those days he made himself

liked by all who had the luck to have dealings with him, on account of <sup>8</sup> his simple, affable, and frank character.<sup>9</sup>

1. *Panama* is the English form of this word; the Spanish form has an accent: *Panamá*.

2. *el gusto*.

3. *presentó*.

4. *dió*.

5. *por consiguiente*.

6. *sólo*.

7. *pero*.

8. *por*.

9. Neither of the model letters furnishes an appropriate ending for Exercise 18. In such cases, the student may end with the following formula, which would be appropriate for almost any letter: *Sin otro particular, quedamos de Vd. attos. y S. S.*

# 19

## Based on Letters XXV and XXVI

Benavides Bros. write from Havana to Pedro Vía at 19 Regina St., Seville, Spain, acknowledging receipt of favor of the 3d ult., and of catalogue under separate cover. They say they have received also <sup>1</sup> the small box of samples. A glance at the catalogue convinced them that the prices are very moderate for goods of such <sup>2</sup> excellent quality. Knowing the needs of the market in their city,<sup>3</sup> they do not believe they could at this moment <sup>4</sup> put through frequent and important sales. They will not lose any opportunity, however,<sup>5</sup> to push the advertising for him, in order that later he may receive important orders for articles that are already becoming better known.

1. *también*.

2. *tan*.

3. *ésta*.

4. *en este momento*.

5. *sin embargo*.

*Based on Letter XXVII*

Messrs. F. L. Castillo & Co. write from Lima, Peru, to Mr. A. B. Jackson, 18 Fulton St., New York. They tell him <sup>1</sup> that North American products enjoy the preference in Peru <sup>2</sup> and especially <sup>3</sup> the goods manufactured by Jackson's house. They are confident that this demand could be increased <sup>4</sup> if some firm occupied itself with advertising them. They have been established many <sup>5</sup> years in Lima, and know the principal houses of South America, <sup>6</sup> and have numerous agents in Europe. <sup>7</sup> They are in a position to know the needs of the country, and by <sup>7</sup> their long experience know how to <sup>8</sup> supply them. These considerations <sup>9</sup> induce them to offer themselves as agents or representatives for <sup>10</sup> South America. They give below the names of three houses in Europe with which <sup>11</sup> they have relations, and hope that the references which these houses give will prove satisfactory.

1. Spanish business-letters almost always begin with some polite phrase. Too great abruptness may usually be avoided by using the following: *Tengo el gusto de informar a Vd. que . . .*

2. Most names of countries may or may not take the definite article. Some, however, always require it. The Latin-American countries which always require it are: *la Argentina, el Brasil, el Ecuador, el Paraguay, el Perú, el Salvador, and el Uruguay.*

3. *especialmente.*

4. *aumentarse.* See note 3 on page 4.

5. *muchos.*

6. *Sud América.*

7. *por.*

8. *to know how to : saber.*

9. *Estas consideraciones.*

10. *para.*

11. *las cuales.*



## 21

*Based on Letter XXVIII*

Mr. A. B. Jackson writes from New York to Messrs. F. L. Castillo & Co., of 4 Bolívar St., Lima, Peru.<sup>1</sup> He acknowledges receipt of their letter of the 9th ult., and has the pleasure of accepting the proposition of such a well-known<sup>2</sup> house. He is sending them under separate cover a catalogue of his goods and a copy of his telegraph-code, in order that they may begin their transactions right away. He will give them a discount of 3 % on all orders, whether received through them or through some other person, as soon as the orders justify it. He will pay all bills semi-annually.

1. In spite of Exercise 20, note 2, do not use the article with those names of countries when they occur in an *address*. See also Exercise 13, note 2.

2. *tan conocida*.

## 22

*Based on Letters XXIX and XXX*

Write a letter dated July 1st from L. M. Ceballos & Co.,<sup>1</sup> of Havana, Cuba, to J. D. Ramírez & Co., of 15 Broadway, New York, acknowledging receipt of favor in which Ramírez & Co. enclosed statement of account up to<sup>2</sup> the 15th ult. They see that said<sup>3</sup> statement shows a balance of \$137 in favor of Ramírez & Co. They note<sup>4</sup> that Ramírez & Co. have not credited them with the item of 50 copies of López' Arithmetic which Ramírez & Co. sent them, and which they returned.<sup>5</sup> They have the pleasure of sending herewith money-order for \$95, the sum of Ramírez & Co.'s



balance less <sup>6</sup> the price <sup>7</sup> of the books. They ask Ramírez & Co. please to credit said sum to their account.

1. *Compañía*, the abbreviation of which is *Cía*.
2. *hasta*.
3. *dicho*.
4. *to note* : *notar*.
5. *to return* : *devolver*.
6. *menos*.
7. *el precio*.

## 23

*Based on Letters XXXI, XXXII, and XXXIII*

Mr. Miguel Peralta writes a letter dated August 12th from Montevideo, Uruguay, to Mr. John Smith, 25 Broadway, New York, acknowledging receipt of his favor of the 14th of July. The truth is that <sup>1</sup> he had overlooked the statement of the balance of \$407 in favor of Mr. Smith. For the moment the failure of the house of Ubalde & Co. prevents him from collecting his credits, and for this reason <sup>2</sup> he can remit only the sum of \$200 on account. He takes pleasure in sending him enclosed first of exchange on the National Bank, of New York, which Mr. Smith will please credit to his account. In a few weeks <sup>3</sup> he will be able to send the balance of \$207, in the same form as at present. Trusting that he will accept that sum for the present, and hoping that he will be kind enough not to resort to the extreme of drawing on him, he remains, etc.

1. *La verdad es que*.
2. *por esta razón*.
3. *Dentro de unas semanas*.

## 24

*Based on Letters XXXIV and XXXV*

The National Bank of Buenos Aires writes a letter dated February 20th to Newberry Bros., 145 Charles Street, Baltimore. They acknowledge receipt in due time of their letter of the 9th ult., in which Newberry Bros. enclosed the following two drafts:<sup>1</sup> No. 362, for \$5000 U. S. currency on Messrs. Samuel Bros., due on April 10th; No. 623, for \$3000 U. S. currency on Vidal & Co., due on May 10th. Both have been presented for acceptance, and they are pleased to say that both have been accepted. They have had no difficulty in having the drafts discounted, and<sup>2</sup> enclose the proceeds in the form of a draft<sup>3</sup> on Baltimore.

1. *las dos letras siguientes.*
2. See Letter I, note 14.
3. *en forma de letra.*

## 25

*Based on Letters XXXVI and XXXVII*

The Federal Mfg. Co., of New York, write to Ruiz Bros,<sup>1</sup> of 19 Plaza de la Concepción, Mexico City,<sup>2</sup> stating<sup>3</sup> that they have shipped<sup>4</sup> the goods ordered<sup>5</sup> in Ruiz Bros.' letter of March 20th. In case these goods have to be carried over rough roads, exposed to rough weather, they have taken the greatest care to pack them<sup>6</sup> in burlap, and to cover them with waterproof cloth. As to the prices, they are higher than those agreed upon with their agent, in view of the fact that<sup>7</sup> the burlap and waterproof cloth employed are very expensive.<sup>8</sup> They had to use them so that<sup>9</sup> the goods might arrive in perfect condition, however great the difficulties<sup>10</sup> of transportation might be. They are con-

fidant that Ruiz Bros., after receiving the goods and finding them not damaged, will decide to pay the increased<sup>11</sup> amount of the bill.

1. *Hnos.*
2. Letters to Mexico City are usually addressed *Méjico, D. F.* (the abbreviation for *Distrito Federal*). The capital of Mexico, like our own capital, is situated in a Federal District.
3. See Exercise 20, note 1.
4. *to ship: expedir.*
5. *pedidos.*
6. *envasarlos.*
7. *en vista de que.*
8. *son muy caras.*
9. *a fin de que* followed by the subjunctive.
10. *las dificultades.*
11. *aumentado.*

## 26

*Based on Letter XXXVIII*

Messrs. Carvajal and Mármol, of New York, write to the manager of the Regent Hotel, of the same city, saying<sup>1</sup> that they have opened a store<sup>2</sup> in which they are going to sell<sup>3</sup> provisions and wines; that they will receive every week, from Spain and the Antilles, olive oil, sardines, hams, Fraga figs, almonds, guava jelly, sugar-cane, syrup and candied fruits, which they offer<sup>4</sup> at moderate<sup>5</sup> prices; that on orders of dozens or more,<sup>6</sup> they will give a discount according to the importance of same; that they hope to have the pleasure of receiving an order, however small it may be.<sup>7</sup>

1. See Exercise 20, note 1.
2. *hemos abierto una tienda.*
3. *vamos a vender.*
4. *ofrecemos.*

5. *módicos.*

6. *más.*

7. Remember that the last thought in a Spanish letter is usually combined in some way with the formal ending, making a complete paragraph (see the model letter).

## 27

*Based on Letter XXXIX*

Write a letter from Mr. Miguel López, of Tegucigalpa, Honduras, to Mr. Luis Pardo, of 231 Plaza Mayor of the same city,<sup>1</sup> saying that he has just seen something<sup>2</sup> which will interest<sup>3</sup> Mr. Pardo, since<sup>4</sup> he is an importer of United States goods; that he is referring to<sup>5</sup> a building<sup>6</sup> which has rubber<sup>7</sup> roofing, made<sup>8</sup> in New York; that it is made<sup>9</sup> in colors which do not fade; that the quality of the rubber which is used in its construction is such that<sup>10</sup> it does not crack or rust; that it can be laid very easily and with very slight expense; that it resists heat and cold better than any other material; that, in short,<sup>11</sup> it has many advantages over iron, tin, and other materials.<sup>12</sup>

1. See the third paragraph on page 1.

2. *Acabo de ver algo.*

3. *to interest : interesar.*

4. *puesto que.*

5. *Me refiero a.*

6. *un edificio.*

7. In this phrase *rubber* is really a noun used as an adjective of material; Spanish expresses material by the preposition *de* followed by a noun of material.

8. In the sense of *to manufacture, to make* is *fabricar*.

9. See note 3 on page 4.

10. *es tal que.*

11. *en suma.*

12. See Exercise 18, note 9.



*Based on Letter XL*

Mr. Antonio López writes from San Salvador, Salvador,<sup>1</sup> to the Empire Furniture Mfg. Co., of 20 Washington St., Boston, saying that he has had the pleasure of receiving the illustrated catalogue which they sent him. He asks them please to send him <sup>2</sup> the following furniture; for his dining-room, half a dozen <sup>3</sup> mahogany <sup>4</sup> chairs; for the parlor, a sofa, a small center-table, and an arm chair, all of walnut. He asks them please to pack the goods with the greatest care, so that <sup>5</sup> he will receive them in good condition.<sup>6</sup> If he has no complaint <sup>7</sup> of the articles, he will later <sup>8</sup> send them an order for <sup>9</sup> book-cases, typewriter tables, and all that he needs to furnish his office.

1. See Exercise 20, note 2, and Exercise 21, note 1.
2. *Strvanse enviarme.*
3. *media docena.*
4. See Exercise 27, note 7.
5. *a fin de que* followed by the subjunctive.
6. *en buen estado.*
7. See Exercise 7, note 3.
8. *más tarde.*
9. *les remitiré un pedido de.*

*Based on Letter XLI*

Mr. Salvador Aguirre, of Asunción, Paraguay, writes to the Star Stationery Co., of 16 Water Street, New York. He acknowledges receipt of <sup>1</sup> illustrated catalogue of desk furnishings. He sends an order for 100 clips, model N, and 100 pencil-sharpeners. He asks them to have the

kindness to send him pencil-sharpeners which sharpen the pencil with a conical cut, without the point ever breaking. He also <sup>2</sup> sends an order for 50 glass paper-weights and 20 bronze inkstands. He urgently begs them to make a prompt shipment. He likes <sup>3</sup> the models of dating-machines, postal-scales, and ivory paper-cutters. Hoping to receive the usual discounts, he remains, etc.

1. A convenient phrase for acknowledging the receipt of something is as follows: *Tengo el honor de acusarles recibo de . . .*

2. *También.*

3. *Me gustan los modelos.* See Letter I, note 2.

## 30

*Based on Letter XLII*

Mr. Eugenio Ochoa, of Santiago de Chile, writes to the Acme Motor Mfg. Co., of 34 Water St., New York, saying that his letter is for the purpose of asking prices on <sup>1</sup> marine and stationary engines. He requires an engine of simple construction, for he has no engineer; and it must be <sup>2</sup> economical in fuel consumption. He would like to know whether <sup>3</sup> the motors which work by means of alcohol are more economical than those which <sup>4</sup> work by means of oil or gasoline. He asks them please to send <sup>5</sup> him also their catalogue of marine engines provided with a control which prevents racing of the motor when the propeller is out of the water in rough seas. He is an old <sup>6</sup> customer of the company, and counts on receiving the catalogue without loss of time.

1. A natural introductory phrase would be: *Sirve la presente para suplicar a Vds. se sirvan enviarme los precios de sus motores, etc.*

2. *tiene que ser.*

3. *Quisiera saber si.*

4. *los que.*

5. See Exercise 28, note 2,

6. *antiguo.*

## 31

*Based on Letter XLIII*

Mr. Julio Alvear of Managua, Nicaragua, writes to the National Boat Mfg. Co., of 1245 Depot St., Salem, Ohio, asking for <sup>1</sup> a catalogue, price-list, and discounts of various <sup>2</sup> types of hunting-boats. He desires a two-cycle motor with self-starter,<sup>3</sup> and a hull of steel; it must <sup>4</sup> be equipped with pneumatic chambers, so that it cannot sink. He has had many wooden <sup>5</sup> boats, but they are not suited for tropical waters, because <sup>6</sup> they split and open at the seams, and the wood-tick, which is common <sup>7</sup> in tropical countries, can pierce the hull. He wrote to the Ideal Canoe Mfg. Co., telling <sup>8</sup> them that he was interested in knowing a house that manufactures metal boats, whatever their speed might be, and they suggested <sup>9</sup> the National.

1. For the opening phrase, adapt that given in Exercise 30, note 1.

2. *varios.*

3. *palanca de marcha.*

4. *tiene que.*

5. *de madera.*

6. *porque.*

7. *común.*

8. *diciendo.*

9. *e indicaron* (see Letter I, note 14).

## 32

*Based on Letters XLIV and XLV*

Mr. Enrique Alvear, of Managua, Nicaragua, writes to the Ideal Canoe Mfg. Co., of Bradford, Maine. He says <sup>1</sup> that he has examined carefully their catalogues of canoes.

Since <sup>2</sup> he likes <sup>3</sup> open-air life and sports, he wishes to buy <sup>4</sup> a canoe, and their cedar <sup>5</sup> canoe with mahogany gunwales and railings pleases him very much. Canoes <sup>6</sup> with a metal body are more suitable for tropical countries. He knows,<sup>7</sup> however, that wood from the forests of the state of Maine is very hard and light, and is without knots or <sup>8</sup> any other imperfections. If their wooden canoe is not sensitive to changes of temperature and to the wood-tick, he would thank them to send him two for his country-house.<sup>9</sup>

1. See Exercise 20, note 1.
2. *Como quiera que.*
3. See Exercise 29, note 3.
4. *comprar.*
5. See Exercise 27, note 7.
6. Nouns used in a general sense require the definite article.
7. *to know: saber.*
8. *ni.* See Letter XXIX, note 2, and Letter VIII, note 7.
9. See Exercise 18, note 9.

## 33

*Based on Letter XLVI*

Mr. Salvador Cuevas, of Mexico City, writes to the Tourist Motor Car Mfg. Co., of 358 Woodward Avenue, Detroit, Michigan. He <sup>1</sup> wants to buy <sup>2</sup> a five-passenger touring-car for a trip <sup>3</sup> from Mexico City <sup>4</sup> to the coast.<sup>5</sup> Since <sup>6</sup> the car will run across marshy prairies and over the slopes of mountains, he wishes a strong and light model. It should be <sup>7</sup> 30 H. P., with six cylinders, and should have lights, speedometer, baggage-carrier, horn, and tools. Later on,<sup>8</sup> he will need <sup>9</sup> a motor-truck of 2000 lbs. capacity for transporting merchandise. He asks them to send him <sup>10</sup> prices f. o. b. Detroit, and other terms.



1. See Exercise 20, note 1.
2. *comprar.*
3. *un viaje.*
4. *la ciudad de Méjico.*
5. *la costa.*
6. *Como quiera que.*
7. *Debe ser de.*
8. *Más tarde.*
9. *to need : necesitar.*
10. The most common formula for making such a request as this is as follows: *Suplico a Vds. se sirvan enviarme.*

## 34

*Based on Letter XLVII*

Mr. Carlos Saavedra, of Santiago, Cuba,<sup>1</sup> writes to the Peerless Typewriter Mfg. Co., of 78 Market St., Philadelphia,<sup>2</sup> saying that he has had the pleasure of receiving<sup>3</sup> a catalogue of their new typewriter; that he has one of their other machines, but he has never seen<sup>4</sup> any machine which can be carried from one place to another in a leather case as if it were a camera; that by their catalogue he sees the new machine has the visible writing, the speed, and the touch of the other machines, in spite of being as light as one may wish; that he believes<sup>5</sup> the machine would be very useful for a traveller, especially for a commercial traveller; and that he wants them to send him<sup>6</sup> prices with the usual discounts.

1. This city is usually called *Santiago de Cuba*. See Letter XLII, note 1.
2. See Exercise 16, note 1.
3. *recibir.*
4. *no he visto nunca.*
5. *to believe : creer.*
6. See Exercise 33, note 10.

## 35

*Based on Letter XLVIII*

Mr. Adolfo Aguilar, of Valparaiso, Chile, writes to the Standard Victrola Co., of 453 State St., Trenton, N. J. He acknowledges receipt<sup>1</sup> of the pamphlet of victrolas and records of famous vocal and instrumental musical pieces, with prices f. o. b. New York. He would like<sup>2</sup> to introduce in Valparaiso victrolas on which are used<sup>3</sup> records of longer<sup>4</sup> duration. Besides,<sup>5</sup> the victrolas which are now sold<sup>6</sup> in Valparaiso do not reproduce musical pieces with clearness of tone. In order that he may be able to introduce their instruments, it will be necessary<sup>7</sup> for them to allow him a large<sup>8</sup> discount. With a discount of 30%, he will send them an order for six machines.

1. *Tengo el honor de acusar a Vds. recibo de.*
2. *Quisiera.*
3. *se empleen.*
4. *más larga.*
5. *Además.*
6. *se venden ahora.*
7. *será necesario que* followed by the subjunctive.
8. *amplio.*

## 36

*Based on Letters XLIX and L*

Mr. Antonio Ruiz y Serrano, of Montevideo, Uruguay, writes to the Model Hardware Co., 700 Madison St., Chicago, Ill. He states<sup>1</sup> that the custom-house has notified<sup>2</sup> him that the 50 cases of hardware advised in their favor of the 6th ult. have arrived. He sees by<sup>3</sup> the bill of lading in duplicate that they have not sent all the articles contained<sup>4</sup> in his order of the 2nd of last month. In that order

there were <sup>6</sup> two dozen saws, five dozen screw-drivers, and eight dozen cork-screws which are not on the bill of lading. He asks them please to ship said articles as soon as possible, and he hopes that the articles which arrived to-day, and are now <sup>6</sup> in the custom-house of Montevideo, are in perfect condition.<sup>7</sup>

- |                                  |                             |
|----------------------------------|-----------------------------|
| 1. See Exercise 20, note 1.      | 5. <i>había</i> .           |
| 2. <i>notificado</i> .           | 6. <i>ya</i> .              |
| 3. <i>to see by: notar por</i> . | 7. See Exercise 18, note 9. |
| 4. <i>contenidos</i> .           |                             |

## 37

*Based on Letter LI*

Domingo Rubiera writes, with power of attorney for the Irrigation Guild, of Buenos Aires, to the Agricultural Implements Co., of 77 Broadway, New York, saying that <sup>1</sup> they have several <sup>2</sup> farms, and that they need <sup>3</sup> a variety of farming implements. In a recent exposition they saw <sup>4</sup> the machines which the Agricultural Implements Co. manufactures, and they would like <sup>5</sup> them to ship them 2 sowers, 2 reapers, 3 threshing-machines, 10 ploughs, 2 winnowers. If the Agricultural Implements Co. wishes to get information concerning <sup>6</sup> them, they can ask it of the branch of the Argentinian National Bank in New York. If the information is entirely satisfactory, the Guild asks them to send <sup>7</sup> the machines by the first steamer, drawing on them for the amount, less <sup>8</sup> the corresponding discounts.

1. See Exercise 20, note 1.
2. *varias*.
3. *to need: necesitar*.
4. *to see: ver*.
5. Note that *desear* must here be followed by *que* and the subjunctive. In Letter LI it is followed by the infinitive be-

cause the infinitive is generally used, instead of a subjunctive clause, if the subject of the dependent verb is the same as that of the main verb.

6. *tomar informes de.*

7. See Exercise 33, note 10.

8. *menos.*

## 38

*Based on LII and LIII*

Mr. Eugenio Ochoa, of Santiago, Chile, writes to the Railroad Equipment Co., of 1085 Fifth Avenue, Pittsburgh, Pa., saying <sup>1</sup> that he is interested in <sup>2</sup> the development of land and sea transportation in Chile, and that he addresses them at the suggestion of a friend of his who has told <sup>3</sup> him that their house has a large stock of all kinds of railroad equipment. He asks them please to send him <sup>4</sup> a complete description of steel freight cars of 100,000 lbs. capacity, suitable for the transportation of baggage, cattle, cases, etc. If it is not out of their line, he would thank them to send him also a catalogue and prices of gasoline and oil motors of 6 to 60 H. P. Hoping to be able <sup>5</sup> to do business with them, he remains, etc.

1. See Exercise 20, note 1.

2. *to be interested in: interesarse por.*

3. *ha dicho.*

4. See Exercise 33, note 10.

5. *poder.*

## 39

*Based on Letter LIV*

Mr. Ángel Mestre, of New York, writes to Mr. J. Ullman, of 15 Main St., Warren, Ohio, saying <sup>1</sup> that he is sending to Messrs. López and García, of Buenos Aires, by the steamer "Bolívar," a box of optical instruments of the



value of \$1000. He has attended to the insurance of the merchandise at a low <sup>2</sup> premium upon their value and a 10 % prospective profit. He has the pleasure of remitting the documents which show that the insurance has been taken out, and also the bill of expenses.

1. See Exercise 20, note 1.

2. *reducida.*

40

*Based on Letter LV*

Messrs. Carrera & Co., of Quito, Ecuador, write to Mr. Victoriano Cuervo, of 43 Alcalá St., Madrid, Spain, saying that they are very sorry to inform him that as a result of events that could not be foreseen, and of a series of misfortunes during the last eight months, they cannot <sup>1</sup> fulfil their commercial obligations, and have declared a suspension of payments. A meeting of creditors has been called,<sup>2</sup> at which <sup>3</sup> an examination of the books will be made. A detailed report of the assets and liabilities will be presented, in order that they may know the funds on which they can count for paying their debts. They do not doubt that Mr. Cuervo will await the result with patience. Regretting what has happened, they are, etc.

1. *no podemos.*

3. *en la cual.*

2. See note 3 on page 4.

41

*Based on Letter LVI*

Federico Echeverría & Co., of La Guayra, write to Carlos Castaños, of 13 Porfirio Díaz St., Veracruz, Mexico, saying, in answer to his favor of the 10th inst., <sup>1</sup> that they are very sorry to learn of <sup>2</sup> the shipwreck of the merchant vessel

"Florida," which left Havana for La Guayra on <sup>3</sup> the 2nd inst.; that they are glad <sup>4</sup> the entire crew was saved, <sup>5</sup> even if <sup>6</sup> the cargo was completely lost; that they want <sup>7</sup> him to send them a statement of the damages as soon as the captain <sup>8</sup> has notified him of them.

1. Use the first phrase of Letter LIII.
2. *sentimos mucho enterarnos de.*
3. Do not translate *on*.
4. *Nos alegramos de que.*
5. The subjunctive is used after expressions of emotion (joy, sorrow, fear, wonder, etc.).
6. *aun cuando.*
7. See Exercise 33, note 10.
8. *el capitán.*

## THE VERB <sup>1</sup>

1. In the following sections, all matter relating to the verb, both regular and irregular, is arranged for convenience of reference.

All Spanish verbs, whether regular or irregular, end in **-ar**, **-er**, or **-ir**. This gives a convenient basis for classifying all the verbs, according to their infinitive endings, into three general groups or conjugations. Thus:

FIRST CONJUGATION	SECOND CONJUGATION	THIRD CONJUGATION
<b>comprar</b>	<b>vender</b>	<b>vivir</b>

2. Differences of person, mode, and tense are indicated in the Spanish verb by adding certain inflectional endings to the root or stem of the verb, or, in some cases, to the whole infinitive.

3. The *stem*, or *root*, or *radical* of a verb is what remains after dropping the infinitive ending **-ar**, **-er**, or **-ir**.

4. **The Regular Verb.** — A regular verb is one in which the regular inflectional endings are added to the stem of the infinitive or the whole infinitive without change in either of the latter. For the future and conditional, the endings are added to the whole infinitive, while throughout the rest of the verb they are added to the stem.

Although three conjugations are always given for convenience of classification, there are really but two full conjugations, the second and third having almost throughout the same endings. They differ in only four forms, namely, the *present infinitive*,

<sup>1</sup> The following paragraphs on the Spanish verb are taken, with some modifications, from the *Practical Spanish Grammar* by Ventura Fuentes and Victor E. François (The Macmillan Company, 1916).

the *first* and *second plural* of the *present indicative*, and the *second plural* of the *imperative*. In the forms in which they differ the second conjugation has the distinguishing vowel of that conjugation, *e* (*-er, -emos, -éis, -ed*), while the third has the distinctive vowel of the third, *i* (*-ir, -imos, -ís, -id*). The paradigms of the three regular conjugations are as follows:

## 5. I

## II

## III

## INFINITIVE MODE

compr **ar**, *to buy*vend **er**, *to sell*viv **ir**, *to live*

## PARTICIPLES

*Present*compr **ando**, *buying*vend **iendo**, *selling*viv **iendo**, *living**Past*compr **ado**, *bought*vend **ido**, *sold*viv **ido**, *lived*

## INDICATIVE MODE

*Present**I buy, do buy, am  
buying, etc.**I sell, do sell, am  
selling, etc.**I live, do live, am  
living, etc.*compr **o**vend **o**viv **o**compr **as**vend **es**viv **es**compr **a**vend **e**viv **e**compr **amos**vend **emos**viv **imos**compr **áis**vend **éis**viv **ís**compr **an**vend **en**viv **en***Imperfect**I was buying, used  
to buy, bought, etc.**I was selling, used  
to sell, sold, etc.**I was living, used  
to live, lived, etc.*compr **aba**vend **ía**viv **ía**compr **abas**vend **ías**viv **ías**compr **aba**vend **ía**viv **ía**compr **ábamos**vend **íamos**viv **íamos**compr **abais**vend **íais**viv **íais**compr **aban**vend **ían**viv **ían**



*Past Definite**I bought, did buy, etc.*

compr é  
 compr aste  
 compr ó  
 compr amos  
 compr asteis  
 compr aron

*I sold, did sell, etc.*

vend í  
 vend iste  
 vend ió  
 vend imos  
 vend isteis  
 vend ieron

*I lived, did live, etc.*

viv í  
 viv iste  
 viv ió  
 viv imos  
 viv isteis  
 viv ieron

*Future**I shall buy, etc.*

comprar é  
 comprar áis  
 comprar á  
 comprar emos  
 comprar éis  
 comprar án

*I shall sell, etc.*

vender é  
 vender áis  
 vender á  
 vender emos  
 vender éis  
 vender án

*I shall live, etc.*

vivir é  
 vivir áis  
 vivir á  
 vivir emos  
 vivir éis  
 vivir án

*Conditional**I would or should buy*

comprar ía  
 comprar ías  
 comprar ía  
 comprar íamos  
 comprar íais  
 comprar ían

*I would or should sell*

vender ía  
 vender ías  
 vender ía  
 vender íamos  
 vender íais  
 vender ían

*I would or should live*

vivir ía  
 vivir ías  
 vivir ía  
 vivir íamos  
 vivir íais  
 vivir ían

## IMPERATIVE MODE

compr a }  
 compr ad } *buy*

vend e }  
 vend ed } *sell*

viv e }  
 viv id } *live*

## SUBJUNCTIVE MODE

*Present**I may buy, that I may buy, etc.*

compr e  
 compr es  
 compr e  
 compr emos  
 compr éis  
 compr en

*I may sell, that I may sell, etc.*

vend a  
 vend as  
 vend a  
 vend amos  
 vend áis  
 vend an

*I may live, that I may live, etc.*

viv a  
 viv as  
 viv a  
 viv amos  
 viv áis  
 viv an

*Imperfect (-ra form)*

<i>I might or should buy, etc.</i>	<i>I might or should sell, etc.</i>	<i>I might or should live, etc.</i>
compr ara	vend iera	viv iera
compr aras	vend ieras	viv ieras
compr ara	vend iera	viv iera
compr áramos	vend iéramos	viv iéramos
compr arais	vend ieráis	viv ieráis
compr aran	vend ieran	viv ieran

*Imperfect (-se form)*

<i>I might or should buy, etc.</i>	<i>I might or should sell, etc.</i>	<i>I might or should live, etc.</i>
compr ase	vend iese	viv iese
compr ases	vend ieses	viv ieses
compr ase	vend iese	viv iese
compr ásemos	vend iésemos	viv iésemos
compr aseis	vend ieseis	viv ieseis
compr asen	vend iesen	viv iesen

*Future*

<i>I shall or should buy, etc.</i>	<i>I shall or should sell, etc.</i>	<i>I shall or should live, etc.</i>
compr are	vend iere	viv iere
compr ares	vend ieres	viv ieres
compr are	vend iere	viv iere
compr áremos	vend iéremos	viv iéremos
compr areis	vend iereis	viv iereis
compr aren	vend ieren	viv ieren

6. **Compound Tenses.** — The compound tenses for all verbs, regular and irregular, are formed by the proper form of the auxiliary *haber*, *to have* (see § 31), and the past participle (not inflected) of the verb to be conjugated. The following synopsis in the first person singular of the compound tenses of *comprar* will serve to show the formation of compound tenses. There is no need of giving examples of the second and third conjugations, as the method is the same in all three conjugations.

INFINITIVE		PARTICIPLE	
<i>Perfect</i>		<i>Perfect</i>	
haber comprado, <i>to have bought</i>		habiendo comprado, <i>having bought</i>	
INDICATIVE			
<i>Perfect</i>		<i>Past Anterior</i>	
he comprado, <i>I have bought</i>		hube comprado, <i>I had bought</i>	
<i>Pluperfect</i>		<i>Future Perfect</i>	
había comprado, <i>I had bought</i>		habré comprado, <i>I shall have bought</i>	
<i>Conditional Perfect</i>			
habría comprado, <i>I would or should have bought.</i>			
SUBJUNCTIVE			
<i>Perfect</i>			
haya comprado, <i>I may have bought</i>			
<i>Pluperfect (-ra form)</i>		<i>Pluperfect (-se form)</i>	
hubiera comprado, <i>I might or should have bought</i>		hubiese comprado, <i>I might or should have bought</i>	
<i>Future Perfect</i>			
hubiere comprado, <i>I shall or should have bought</i>			

7. **The Passive Voice.** — The passive voice is formed by the proper form of the verb *ser*, *to be* (see § 37), and the past participle (inflected) of the verb *to be* conjugated. The following forms of the passive of *amar*, *to love*, will serve as an illustration.

INFINITIVE		PRESENT PARTICIPLE	
ser amado, -a, -os, -as, <i>to be loved</i>		siendo amado, -a, -os, -as, <i>being loved</i>	
PRESENT INDICATIVE		IMPERFECT SUBJUNCTIVE (-ra form)	
<i>I am loved, etc.</i>		<i>I might or should be loved, etc.</i>	
soy amado, -a		fuera amado, -a	
eres amado, -a		fueras amado, -a	
es amado, -a		fuera amado, -a	
somos amados, -as		fuéramos amados, -as	
sois amados, -as		fuerais amados, -as	
son amados, -as		fueran amados, -as	

## PERFECT INDICATIVE

*I have been loved, etc.*

he sido amado, -a

has sido amado, -a

ha sido amado, -a

hemos sido amados, -as

habéis sido amados, -as

han sido amados, -as

## PERFECT SUBJUNCTIVE

*I may have been loved, etc.*

haya sido amado, -a

hayas sido amado, -a

haya sido amado, -a

hayamos sido amados, -as

hayáis sido amados, -as

hayan sido amados, -as

**8. Progressive Conjugation.**—This is made up of the proper form of the auxiliary *estar*, *to be* (see § 28), and the present participle of the verb to be conjugated. Very often the verbs *ir*, *to go* (see § 45), and *venir*, *to come* (see § 48), are used with a present participle in the same way.

estamos estudiando,

*we are studying.*

voy aprendiendo,

*I am learning (lit.: I go on learning).*

venía corriendo,

*he was running (lit.: he came running).*

**9. Orthographic Changes.**—A rule of the Spanish verb requires that the consonant at the end of the infinitive stem (*i.e.*, immediately preceding the *-ar*, *-er*, or *-ir*) must preserve the same sound throughout the conjugation that it has in the infinitive. Therefore, whenever the initial vowel of a flec-tional ending affects the sound of a final consonant of a stem, the latter is changed in such a manner as to preserve its original sound. These changes occur in regular or irregular verbs.

In the following, only those forms of the verb that are affected will be given. The changes in spelling are as follows:

**10. First Conjugation.**—1. Verbs ending in *-c-ar* change the *c* to *qu* before *e*. This change occurs in the first singular of the past definite, and throughout the present subjunctive, the only forms in which the flec-tional ending begins with *e*. For example, *tocar*, *to touch*:

*Past Definite 1st sing.: toqué.**Pres. Subj.: toque, toques, toque, toquemos, toquéis, toquen.*



2. Verbs ending in **-g-ar** insert **u** between the **g** and a following **e**. The change occurs in the same forms as in **-c-ar** verbs. Thus, **pagar, to pay**:

*Past Definite 1st sing.:* **pagué.**

*Pres. Subj.:* **pague, pagues, pague, paguemos, paguéis, paguen.**

NOTE. In both the above classes, the **u** is mute, as it always is between **q** and **e** or **g** and **e**. It serves merely to preserve the hard sound of **c** or **g** before **e**.

3. Verbs ending in **-gu-ar** must have a diæresis over the **u** (**ü**) before **e**. In the infinitive the **u** is pronounced. It would be mute when followed by **e**, hence the necessity of the diæresis to show that it is still pronounced. The changes occur in the same forms as above.

**Averiguar, to ascertain:**

*Past Definite 1st sing.:* **averigüé.**

*Pres. Subj.:* **averigüe, averigües, averigüe, averigüemos, averigüéis, averigüen.**

4. Verbs ending in **-z-ar** change **z** to **c** before **e**. In these verbs there is no change of sound involved, the change being necessary owing to the rule that **z** must never be followed by **e** or **i**. The changes occur as above.

**Avanzar, to advance:**

*Past Definite 1st sing.:* **avancé.**

*Pres. Subj.:* **avance, avances, avance, avancemos, avancéis, avancen.**

11. Second and Third Conjugations.—1. Verbs ending in **-c-er** and **-c-ir**, when **c** is preceded by a consonant, change **c** to **z** before **a** or **o** in order to preserve the soft sound of **c**. In this and in the three classes following, the change occurs in the first singular present indicative, and throughout the present subjunctive, the only forms having endings beginning with **a** or **o**.

**Vencer, to conquer:**

*Pres. Indic. 1st sing.:* **venzo.**

*Pres. Subj.:* **venza, venzas, venza, vencamos, vencáis, venzan.**

NOTE. Verbs ending in *-c-er* or *-c-ir* with *c* preceded by a vowel are truly irregular. They form a large class and are treated separately (see § 15).

2. Verbs ending in *-g-er* and *-g-ir* change *g* to *j* before flec-tional *a* or *o* in order to preserve the soft sound of *g*.

**Escoger, to choose:**

*Pres. Indic. 1st sing.:* escojo.

*Pres. Subj.:* escoja, escojas, escoja, escojamos, escojáis, escojan.

3. Those ending in *-gu-ir* drop the *u* before *a* or *o*. The *u* of the infinitive, being merely the sign of hard *g*, is not needed before *a* or *o*.

**Distinguir, to distinguish:**

*Pres. Indic. 1st sing.:* distingo.

*Pres. Subj.:* distinga, distingas, distinga, distingamos, distingáis, distingan.

4. Verbs ending in *-qu-ir* change the *qu* to *c* before *a* or *o*.

**Delinquir, to be delinquent:**

*Pres. Indic. 1st sing.:* delinco.

*Pres. Subj.:* delinca, delincas, delinca, delincamos, delincáis, delincan.

12. When the stem of a verb ends in *ll* or *ñ*, the *i* of end-ings beginning with *ie* or *io* is dropped. This does not change the pronunciation of the word, however, owing to the *i* sound in the *ll* and *ñ*.

**Bullir, to boil:**

*Pres. Part.:* bullendo

*Past Definite 3d sing.:* bulló

*Past Definite 3d pl.:* bulleron

*Imp. Subj. -ra form:* bullera, etc., throughout

*Imp. Subj. -se form:* bullese, etc., throughout

*Fut. Subj.:* bullere, etc., throughout

**Bruñir, to polish:**

brufiendo

brufió

brufieron

brufiera, etc., throughout

brufiese, etc., throughout

brufiere, etc., throughout

13. It is a rule of Spanish orthography that *i* when un-stressed cannot stand between two vowels, and must be changed

to *y*. Therefore in all verbs whose stem ends with a vowel (like *le-er*) the *i* of the endings that begin with *ie* or *io*, in all of which the *i* is unstressed, must be changed to *y*. The following are the forms affected.

**Leer, to read:**

<i>Pres. Part.:</i>	<b>leyendo</b>
<i>Past Definite 3d sing.:</i>	<b>leyó</b>
<i>Past Definite 3d pl.:</i>	<b>leyeron</b>
<i>Imperfect Subj. -ra form :</i>	<b>leyera, etc., throughout</b>
<i>Imperfect Subj. -se form :</i>	<b>leyese, etc., throughout</b>
<i>Fut. Subj.:</i>	<b>leyere, etc., throughout</b>

NOTE. Initial *ie* and *ue*, resulting from change of radical (see §§ 16-22), become *ye* and *hue* respectively, for no Spanish word can begin with *ie* or *ue*.

### Irregular Verbs

14. An irregular verb is one which does not preserve the infinitive stem throughout its conjugation, or which does not have the regular flectional endings. A verb may be irregular in its stem, or its endings, or in both. Many have orthographical irregularities as well.

Many irregular verbs may be grouped into classes, each class presenting certain irregularities. Others defy classification and must be learned singly, as each presents irregularities peculiar to itself. The latter are among the most commonly used in everyday life.

15. **Verbs with Inceptive Endings.** — This is one of the largest groups of irregular verbs. It consists of verbs whose infinitives end in *-cer* and *-cir*, with the *c* preceded by a vowel. The majority of them are derived from Latin inceptive (*-scere*) verbs. The irregularity is the inserting of *z* before the *c* when the flectional ending begins with *o* or *a*. This change occurs in the first singular of the present indicative and all six forms of the present subjunctive. The rest of the verb is regular.

**Conocer, to know:**

*Pres. Ind. 1st sing.:* **conozco.**

*Pres. Subj.:* **conozca, conozcas, conozca, conozcamos, conozcáis, conozcan.**

NOTES. 1. **Decir, to say, and hacer, to make, to do,** are irregular verbs, but do not belong to this class (see §§ 44 and 32).

2. Verbs ending in **-ducir, like conducir, to conduct, and traducir, to translate,** are irregular verbs conjugating the present tenses like the inceptive verbs. They have, in addition, other irregularities (see § 43).

3. **Placer** belongs to this class, but has many irregularities. See § 50.

**16. Radical-changing Verbs.** — There is a large number of verbs the only irregularity of which consists of the changing of the root or stem vowel (the last vowel of the stem) under certain conditions of accent. They are otherwise regular in every respect. Only those having stem vowels **e** or **o** are thus affected, but it does not follow that all verbs having stem vowels **e** or **o** belong to the class of radical-changing verbs. As there is nothing in the infinitive to indicate whether a verb is radical-changing or not, or to what class of radical-changing verbs it belongs, references will be given for all radical-changing verbs in the vocabulary of this book.

**17.** The radical-changing verbs may be grouped into three general classes, as follows:

- |      |   |   |
|------|---|---|
| I.   | Stem vowel <b>e</b> is changed to <b>ie</b> | } when stressed.  |
|      | “ “ <b>o</b> “ “ “ <b>ue</b>                |   |
| II.  | “ “ <b>e</b> “ “ “ <b>ie</b>                | } when stressed.  |
|      | “ “ <b>o</b> “ “ “ <b>ue</b>                |   |
|      | “ “ <b>e</b> “ “ “ <b>i</b>                 | } when not stressed, if the flectional ending begins with <b>a</b> or <b>ie</b> or <b>io</b> .                      |
|      | “ “ <b>o</b> “ “ “ <b>u</b>                 |   |
| III. | “ “ <b>e</b> “ “ “ <b>i:</b>                | (1) when stressed; (2) when not stressed, if the flectional ending begins with <b>a</b> or <b>ie</b> or <b>io</b> . |

**18. First Class of Radical-changing Verbs.** — This is the largest class of irregular verbs. They are all of either the first or second conjugation and have stem vowel **e** or **o**. In them the **e** becomes **ie** and the **o** becomes **ue** whenever the stress falls



on the syllable containing the stem vowel. The forms in which the change takes place are: all the singular and the third plural of the present indicative and present subjunctive, and the singular of the imperative. The rest of the verb is regular. Below, and hereafter, only those tenses will be given in which changes occur. Tenses not given are regular. The following may be taken as models:

(a) **Confesar, to confess:**

*Pres. Indic.:* confieso, **confiesas, confiesa**, confesamos, confesáis, **confiesan**.

*Imperative:* **confiesa**, confesad.

*Pres. Subj.:* **confiese, confieses, confiese**, confesemos, confeséis, **confiesen**.

(b) **Mostrar, to show:**

*Pres. Indic.:* muestro, **muestras, muestra**, mostramos, mostráis, **muestran**.

*Imperative:* **muestra**, mostrad.

*Pres. Subj.:* **muestre, muestres, muestre**, mostremos, mostréis, **muestren**.

(c) **Entender, to understand:**

*Pres. Indic.:* entiendo, **entiendes, entiende**, entendemos, entendéis, **entienden**.

*Imperative:* **entiende**, entended.

*Pres. Subj.:* **entienda, entiendas, entienda**, entendamos, entendáis, **entiendan**.

(d) **Mover, to move:**

*Pres. Indic.:* **muevo, mueves, mueve**, movemos, **movéis, mueven**.

*Imperative:* **mueve**, moved.

*Pres. Subj.:* **mueva, muevas, mueva**, movamos, **mováis, muevan**.

NOTES. 1. **Volver, to turn, to return**, and other verbs ending in **-olver**, have an irregular past participle ending in **-uelto** in addition to their radical or root changes.

2. **Jugar, to play**, although it has stem vowel **u** instead of **o**, is included in this class. It changes **u** to **ue** where **mostrar** changes **o** to **ue**. In addition, it is subject to orthographic changes like all verbs ending in **-gar** (see § 10, 2).

19. The verbs **errar**, *to err*, and **oler**, *to smell*, belong to this first class of radical-changing verbs. But in Spanish no word can begin with the combinations **ie** or **ue** (see § 13, Note). Hence their radical-changing forms begin with **ye** and **hue** respectively. Note that these changes do not affect the sound.

**Error, to err:**

*Pres. Indic.:* **yerro, yerras, yerra, erramos, erráis, yerran.**

*Imperative :* **yerra, errad.**

*Pres. Subj.:* **yerre, yerres, yerre, erremos, erréis, yerren.**

**Oler, to smell:**

*Pres. Indic.:* **huelo, hueles, huele, olemos, oléis, huelen.**

*Imperative :* **huele, oled.**

*Pres. Subj.:* **huela, huelas, huela, olamos, oláis, huelan.**

20. Orthographic changes, already described (see § 9 to § 13), occur in radical-changing verbs as well as in regular verbs. They are governed by the same rules.

21. **Second Class of Radical-changing Verbs.** — These are all of the third (**-ir**) conjugation and have for stem vowel **e** or **o**. In them the **e** becomes **ie**, and the **o**, **ue**, whenever the stress falls on the syllable containing the stem vowel. In addition, the **e** becomes **i**, and the **o** becomes **u**, whenever it is unstressed, if the following syllable contains **a**, **ie**, or **io**. The first irregularity occurs in the same forms of the verb as in the first class; the second occurs in the present participle, the past definite third singular and third plural, the present subjunctive first and second plural, and all of the imperfect and future subjunctive. The rest of the verb is regular. The following will serve as models:

(a) **Sentir, to feel, to be sorry:**

*Pres. Part.:* **sintiendo.**

*Pres. Indic.:* **siento, sientes, siente, sentimos, sentís, sienten.**

*Past Definite :* **sentí, sentiste, sintió, sentimos, sentisteis, sintieron.**

*Imperative :* **siente, sentid.**

*Pres. Subj.:* sienta, sientas, sienta, sintamos, sintáis, sientan.

*Imperfect Subj., -ra form:* sintiera, sintieras, sintiera, sintiéramos, sintierais, sintieran.

*Imperfect Subj., -se form:* sintiese, sintieses, sintiese, sintiésemos, sintieseis, sintiesen.

*Fut. Subj.:* sintiere, sintieres, sintiere, sintiéremos, sintiereis, sintieren.

(b) *Dormir, to sleep:*

*Pres. Part.:* durmiendo.

*Pres. Indic.:* duermo, duermes, duerme, dormimos, dormís, duermen.

*Past Definite:* dormí, dormiste, dormí, dormimos, dormisteis, durmieron.

*Imperative:* duerme, dormid.

*Pres. Subj.:* duerma, duermas, duerma, durmamos, durmáis, duerman.

*Imperfect Subj., -ra form:* durmiera, durmieras, durmiera, durmiéramos, durmierais, durmieran.

*Imperfect Subj., -se form:* durmiese, durmieses, durmiese, durmiésemos, durmieseis, durmiesen.

*Fut. Subj.:* durmiere, durmieres, durmiere, durmiéremos, durmiereis, durmieren.

NOTES. 1. *Morir, to die*, which belongs to this class, has an irregular past participle *muerto*.

2. *Adquirir* and *inquirir* belong to this class, but have only the first irregularity, the change of *i* to *ie* whenever the stress falls on the syllable containing the stem vowel.

3. *Erguir* may be conjugated in either the second or third class of radical-changing verbs. If conjugated in the second class, however, the stressed *e* becomes *ye*, not *ie* (see § 13, Note).

**22. Third Class of Radical-changing Verbs.** — All these are of the third conjugation, and all have root-vowel *e*. The *e* is changed to *i* whenever the root-vowel syllable is stressed. The same change takes place when the root-vowel syllable is unstressed provided the following syllable contains *a* or *ie* or *io*. In other words, this class has its single irregularity in the same forms that class II has either of its irregularities. The following will illustrate the class:



**(a) Pedir, to ask for:***Pres. Part.:* pidiendo.*Pres. Indic.:* pido, pides, pide, pedimos, pedís, piden.*Past Definite:* pedí, pediste, pidió, pedimos, pedisteis, pidieron.*Imperative:* pide, pedid.*Pres. Subj.:* pida, pidas, pida, pidamos, pidáis, pidan.*Imperfect Subj., -ra form:* pidiera, pidieras, pidiera, pidiéramos, pidierais, pidieran.*Imperfect Subj., -se form:* pidiese, pidieses, pidiese, pidiésemos, pidieseis, pidiesen.*Fut. Subj.:* pidiere, pidieres, pidiere, pidiéremos, pidiereis, pidieren.

(b) Orthographic changes occur in some of these verbs, as, for example, *seguir, to follow, elegir, to elect*. These changes are governed by the rules already laid down (see § 11 to § 13).

(c) A number of verbs ending in *-eír*, belonging to this class, have several peculiarities. They change *e* to *i* in the same cases as *pedir*, but the *i* of the stem causes the disappearance of the *i* of endings that begin with *ie* or *io*. Note that all forms stressed on the stem vowel, as well as the infinitive, the past participle, the first and second plural present indicative, the second singular and first and second plural of the past definite, and the imperative plural, require the written accent on the *i*.

**Reír, to laugh:***Pres. Part.:* riendo (for *ri-iendo*). *Past Part.:* reído.*Pres. Indic.:* río, ríes, ríe, reímos, reís, ríen.*Past Definite:* reí, reíste, rió (for *ri-ió*), reímos, reísteis, rieron (for *ri-ieron*).*Imperative:* ríe, reíd.*Pres. Subj.:* ría, rías, ría, ríamos, ríais, rían.*Imperfect Subj., -ra form:* riera, rieras, riera, riéramos, rierais, rieran.*Imperfect Subj., -se form:* riese, rieses, riese, riésemos, rieseis, riesen.*Fut. Subj.:* riere, rieres, riere, riéremos, riereis, rieren.

**23. -uir Verbs.** — Verbs ending in *-uir*, in which the *u* is pronounced (therefore excluding those in *-guir* and *-quir*),



insert **y** after the **u** when the latter is stressed; also in the first and second plural present subjunctive. In addition, the **i** of all endings beginning with **ie** or **io** becomes **y**, but this is not an insertion of **y**. It only represents, in these cases, the unaccented **i** of the **ie** and **io** endings which happens to come between two vowels (see § 13). For example:

**Huir, to flee:**

*Pres. Part.:* **huyendo.**

*Pres. Indic.:* **huyo, huyes, huye, huimos, huis, huyen.**

*Past Definite:* **huí, huiste, huyó, huimos, huisteis, huyeron**

*Imperative:* **huye, huid.**

*Pres. Subj.:* **huya, huyas, huya, huyamos, huyáis, huyan.**

*Imperfect Subj., -ra form:* **huyera, huyeras, huyera, huyéramos, huyerais, huyeran.**

*Imperfect Subj., -se form:* **huyese, huyeses, huyese, huyésemos, huyeseis, huyesen.**

*Fut. Subj.:* **huyere, huyeres, huyere, huyéremos, huyereis, huyeren.**

NOTE. Verbs in **-güir**, like **argüir, to argue**, require the diæresis only before an **i** that is retained. It is not written before **y**. Thus, **arguyo, I argue; argüí, I argued.**

24. Certain verbs in **-iar** and **-uar** take an accent on the **i** or the **u** throughout the singular and in the third person plural of the present indicative and of the present subjunctive, and in the singular of the imperative. Other verbs in **-iar** and **-uar** do not take this accent. As it is only by practice that one can determine whether the accent falls on the **i** and the **u** or not, references will be given for all such verbs in the vocabulary of this book.

(a) **Enviar, to send:**

*Pres. Indic.:* **envío, envías, envía, enviamos, enviáis, envían.**

*Pres. Subj.:* **envíe, envíes, envíe, enviemos, enviéis, envíen.**

*Imperative:* **envía.**

(b) **Anunciar, to announce:**

*Pres. Indic.:* **anuncio, anuncias, anuncia, anunciamos, anunciáis, anuncian.**

*Pres. Subj.:* anuncie, anuncies, anuncie, anunciemos, anunciéis, **anuncien.**

*Imperative:* **anuncia.**

(c) **Continuar, to continue:**

*Pres. Indic.:* continúo, continúas, continúa, continuamos, continuáis, **continúan.**

*Pres. Subj.:* continúe, continúes, continúe, continuemos, continuéis, **continúen.**

*Imperative:* **continúa.**

(d) **Averiguar, to ascertain:**

*Pres. Indic.:* averiguo, averiguas, averigua, averiguamos, averiguáis, **averiguan.**

*Pres. Subj.:* averigüe (see § 10, 3), averigües, averigüe, averigüemos, averigüéis, **averigüen.**

*Imperative:* **averigua.**

**25. Irregular Verbs that cannot be Classified.** — The following verbs (§§ 26–48) defy classification, and each must be learned by itself. Of all it may be said:

1. The imperfect indicative is regular except in **ir, ser, and ver.**
2. The root of the third plural past definite is the root of the entire imperfect subjunctive, both forms, and of the future subjunctive.
3. When the first person of the present indicative of an irregular verb ends in **–go**, the present subjunctive ends in **–ga, –gas**, etc.

**NOTES.** 1. In the future and conditional of the following irregular verbs note that a **d** has been added between the root and the stem.

poner, **pondré, pondría** ;  
 tener, **tendré, tendría** ;  
 valer, **valdré, valdría** ;  
 salir, **saldré, saldría** ;  
 venir, **vendré, vendría.**

2. In the first person singular of the past definite, one verb of the first conjugation (**dar**) ends with **f** instead of **é** ; nine of the second (**cab**er, **haber, hacer, poder, poner, querer, saber, tener, traer**), and three of the third (**conducir, decir, venir**) end with **e** instead of **f**.

## First Conjugation

PRINCIPAL PARTS	PRESENT INDICATIVE	IMPERFECT	PAST DEFINITE	FUTURE
<b>26. INFINITIVE</b> andar, <sup>1</sup> <i>to go, to walk</i> PRESENT PARTICIPLE andando PAST PARTICIPLE andado	ando andas anda andamos andáis andan	andaba andabas andaba andábamos andabais andaban	anduve anduviste anduvo anduvimos anduvisteis anduvieron	andaré andarás andarás andaremos andaréis andarán
<b>27. INFINITIVE</b> dar, <i>to give</i> PRESENT PARTICIPLE dando PAST PARTICIPLE dado	doy das da damos dais dan	daba dabas daba dábamos dabais daban	dí diste dió dimos disteis dieron	daré darás darás daremos daréis darán
<b>28. INFINITIVE</b> estar, <sup>4</sup> <i>to be</i> PRESENT PARTICIPLE estando PAST PARTICIPLE estado	estoy estás está estamos estáis están	estaba estabas estaba estábamos estabais estaban	estuve estuviste estuvo estuvimos estuvisteis estuvieron	estaré estarás estarás estaremos estaréis estarán

<sup>1</sup> The future subjunctive is not given. It is always formed by replacing **-res, -re, -remos, -reis, -ren**. The first person plural always has a writ-

<sup>2</sup> There are two verbs *to go* in Spanish, **andar** and **ir**. **Andar** means *to go* the idea of definite destination or purpose. **El vapor va a Europa**, *The*

<sup>3</sup> The first and third persons singular of the present subjunctive carry

<sup>4</sup> **Estar** is from the Latin **stare**, *to stand*. Note the written accent on junctive.

First Conjugation — *Continued*

CONDITIONAL	IMPERA- TIVE	PRESENT SUBJUNCTIVE	IMPERFECT SUBJUNCTIVE <sup>1</sup>	
andaría andarías andaría andaríamos andaríais andarían	anda  andad	ande andes ande andemos andéis anden	anduviera anduvieras anduviera anduviéramos anduvierais anduvieran	anduviese anduvieses anduviese anduviésemos anduvieseis anduviesen
daría darías daría daríamos daríais darían	da  dad	dé <sup>2</sup> des dé demos deis den	diera dieras diera diéramos dierais dieran	diese dieses diese diésemos dieseis diesen
estaría estarías estaría estaríamos estaríais estarían	está  estad	esté estés esté estemos estéis estén	estuviera estuvieras estuviera estuviéramos estuvierais estuvieran	estuviese estuvieses estuviese estuviésemos estuvieseis estuviesen

the **-ron** of the ending of the third person plural of the past definite by **-re**, ten accent over the antepenult.

in a general sense. *El reloj anda*, *The watch goes*. It means *to go* with *steamer goes to Europe*.

the written accent to distinguish them from the preposition *de*, *of*.  
various persons of the present indicative, imperative, and present sub-



## Second Conjugation

PRINCIPAL PARTS	PRESENT INDICATIVE	IMPERFECT	PAST DEFINITE	FUTURE
<b>29. INFINITIVE</b> caber, <i>to fit, to be con- tained</i> PRESENT PARTICIPLE cabiendo PAST PARTICIPLE cabido	<b>quepo</b> cables cabe cabemos cabéis cabén	cabía cabías cabía cabíamos cabíais cabían	cupe cupiste cupo cupimos cupisteis cupieron	cabré cabrás cabrá cabremos cabréis cabrán
<b>30. INFINITIVE</b> caer, <sup>1</sup> <i>to fall</i> PRESENT PARTICIPLE cayendo PAST PARTICIPLE caído	<b>caigo</b> caes cae caemos caéis caen	caía caías caía caíamos caíais caían	caí caíste cayó caímos caísteis cayeron	caeré caerás caerá caeremos caeréis caerán
<b>31. INFINITIVE</b> haber, <i>to have</i> PRESENT PARTICIPLE habiendo PAST PARTICIPLE habido	<b>he</b> has ha <sup>2</sup> hemos habéis han	había habías había habíamos habíais habían	hube hubiste hubo hubimos hubisteis hubieron	habré habrás habrá habremos habréis habrán
<b>32. INFINITIVE</b> hacer, <sup>3</sup> <i>to do, to make</i> PRESENT PARTICIPLE haciendo PAST PARTICIPLE hecho	<b>hago</b> haces hace hacemos hacéis hacen	hacía hacías hacía hacíamos hacíais hacían	hice hiciste hizo hicimos hicisteis hicieron	haré harás hará haremos haréis harán

<sup>1</sup> Note that the written accent must be placed over the i of the past **cayeron** (past definite), **cayera**, etc., **cayese**, etc. (imperfect subjunctive),

<sup>2</sup> When used impersonally the third singular of the present indicative

<sup>3</sup> Derivatives of **hacer** are conjugated on the same model. Some of

## Second Conjugation—Continued

CONDITIONAL	IMPERA- TIVE	PRESENT SUBJUNCTIVE	IMPERFECT SUBJUNCTIVE	
cabría cabrías cabría cabríamos cabríaís cabrían	cabe   cabeđ	quepa quepas quepa quepamos quepáis quepan	cupiera cupieras cupiera cupiéramos cupierais cupieran	cupiese cupieses cupiese cupiésemos cupieseis cupiesen
caería caerías caería caeríamos caeríaís caerían	cae   caeđ	caiga caigas caiga caigamos caigáis caigan	cayera cayeras cayera cayéramos cayerais cayeran	cayese cayeses cayese cayésemos cayeseis cayesen
habría habrías habría habríamos habríaís habrían	hé   habed	haya hayas haya hayamos hayáis hayán	hubiera hubieras hubiera hubiéramos hubierais hubieran	hubiese hubieses hubiese hubiésemos hubieseis hubiesen
haría harías haría haríamos haríaís harían	haz   haced	haga hagas haga hagamos hagáis hagan	hiciera hicieras hiciera hiciéramos hicierais hicieran	hiciese hicieses hiciese hiciésemos hicieseis hiciesen

participle and several other forms of *caer*. For the use of *y* in *cayó* see § 13.

is *hay* instead of *ha*.

them, like *satisfacer*, to *satisfy* retain the original *f* of the Latin *facere*

## Second Conjugation — Continued

PRINCIPAL PARTS	PRESENT INDICATIVE	IMPERFECT	PAST DEFINITE	FUTURE
<b>33. INFINITIVE</b> <b>poder, to be able, can</b> PRESENT PARTICIPLE <b>pudiendo</b> PAST PARTICIPLE <b>podido</b>	<b>puedo</b> <b>puedes</b> <b>puede</b> <b>podemos</b> <b>podéis</b> <b>pueden</b>	<b>podía</b> <b>podías</b> <b>podía</b> <b>podíamos</b> <b>podíais</b> <b>podían</b>	<b>pude</b> <b>pudiste</b> <b>pudo</b> <b>pudimos</b> <b>pudisteis</b> <b>pudieron</b>	<b>podré</b> <b>podrás</b> <b>podrá</b> <b>podremos</b> <b>podréis</b> <b>podrán</b>
<b>34. INFINITIVE</b> <b>poner, to place, to put</b> PRESENT PARTICIPLE <b>poniendo</b> PAST PARTICIPLE <b>puesto</b>	<b>pongo</b> <b>pones</b> <b>pone</b> <b>ponemos</b> <b>ponéis</b> <b>ponen</b>	<b>ponía</b> <b>ponías</b> <b>ponía</b> <b>poníamos</b> <b>poníais</b> <b>ponían</b>	<b>puse</b> <b>pusiste</b> <b>puso</b> <b>pusimos</b> <b>pusisteis</b> <b>pusieron</b>	<b>pondré</b> <b>pondrás</b> <b>pondrá</b> <b>pondremos</b> <b>pondréis</b> <b>pondrán</b>
<b>35. INFINITIVE</b> <b>querer,<sup>1</sup> to wish, to want</b> PRESENT PARTICIPLE <b>queriendo</b> PAST PARTICIPLE <b>querido</b>	<b>quiero</b> <b>quieres</b> <b>quiere</b> <b>queremos</b> <b>queréis</b> <b>quieren</b>	<b>quería</b> <b>querías</b> <b>quería</b> <b>queríamos</b> <b>queríais</b> <b>querían</b>	<b>quise</b> <b>quisiste</b> <b>quiso</b> <b>quisimos</b> <b>quisisteis</b> <b>quisieron</b>	<b>querré</b> <b>querrás</b> <b>querrá</b> <b>querremos</b> <b>querréis</b> <b>querrán</b>
<b>36. INFINITIVE</b> <b>saber, to know</b> PRESENT PARTICIPLE <b>sabiendo</b> PAST PARTICIPLE <b>sabido</b>	<b>sé</b> <b>sabes</b> <b>sabe</b> <b>sabemos</b> <b>sabéis</b> <b>saben</b>	<b>sabía</b> <b>sabías</b> <b>sabía</b> <b>sabíamos</b> <b>sabíais</b> <b>sabían</b>	<b>supe</b> <b>supiste</b> <b>supo</b> <b>supimos</b> <b>supisteis</b> <b>supieron</b>	<b>sabré</b> <b>sabrás</b> <b>sabrá</b> <b>sabremos</b> <b>sabréis</b> <b>sabrán</b>

<sup>1</sup> Notice that this verb has no imperative.<sup>2</sup> The present tenses and the imperative of *querer* have the same vowel

Second Conjugation — *Continued*

CONDITIONAL	IMPERATIVE	PRESENT SUBJUNCTIVE	IMPERFECT SUBJUNCTIVE	
podría podrías podría podríamos podríais podrían	(missing) <sup>1</sup>   (missing)	pueda puedas pueda podamos podáis puedan	pudiera pudieras pudiera pudiéramos pudierais pudieran	pudiese pudieses pudiese pudiésemos pudieseis pudiesen
pondría pondrías pondría pondríamos pondríais pondrían	pon   poned	ponga pongas ponga pongamos pongáis pongan	pusiera pusieras pusiera pusiéramos pusierais pusieran	pusiese pusieses pusiese pusiésemos pusieseis pusiesen
querría querrias querría querríamos querríaís querrían	quiere   quered	quiera quieras quiera queramos queráis quieran	quisiera quisieras quisiera quisiéramos quisierais quisieran	quisiese quisieses quisiese quisiésemos quisieseis quisiesen
sabría sabrías sabría sabríamos sabríaís sabrían	sabe   sabed	sepa sepas sepa sepamos sepáis sepan	supiera supieras supiera supiéramos supierais supieran	supiese supieses supiese supiésemos supieseis supiesen

changes as those of radical-changing verbs of the first class (see § 18, c).



Second Conjugation — *Continued*

PRINCIPAL PARTS	PRESENT INDICATIVE	IMPERFECT	PAST DEFINITE	FUTURE
<b>37. INFINITIVE</b> <i>ser, to be</i> PRESENT PARTICIPLE <i>siendo</i> PAST PARTICIPLE <i>sido</i>	<b>soy</b> <b>eres</b> <b>es</b> <b>somos</b> <b>sois</b> <b>son</b>	<b>era</b> <b>eras</b> <b>era</b> <b>éramos</b> <b>erais</b> <b>eran</b>	<b>ful</b> <b>fuiste</b> <b>fué</b> <b>fuimos</b> <b>fuisteis</b> <b>fueron</b>	<b>seré</b> <b>serás</b> <b>será</b> <b>seremos</b> <b>seréis</b> <b>serán</b>
<b>38. INFINITIVE</b> <i>tener, to have</i> PRESENT PARTICIPLE <i>teniendo</i> PAST PARTICIPLE <i>tenido</i>	<b>tengo</b> <b> tienes</b> <b>tiene</b> <b>tenemos</b> <b>tenéis</b> <b>tienen</b>	<b>tenía</b> <b>tenías</b> <b>tenía</b> <b>teníamos</b> <b>teníais</b> <b>tenían</b>	<b>tuve</b> <b>tuviste</b> <b>tuvo</b> <b>tuvimos</b> <b>tuvisteis</b> <b>tuvieron</b>	<b>tendré</b> <b>tendrás</b> <b>tendrá</b> <b>tendremos</b> <b>tendréis</b> <b>tendrán</b>
<b>39. INFINITIVE</b> <i>traer, to bring, to carry</i> PRESENT PARTICIPLE <i>trayendo</i> <sup>1</sup> PAST PARTICIPLE <i>traído</i>	<b>traigo</b> <b>traes</b> <b>trae</b> <b>traemos</b> <b>traéis</b> <b>traen</b>	<b>traía</b> <b>traías</b> <b>traía</b> <b>traíamos</b> <b>traíais</b> <b>traían</b>	<b>traje</b> <b>trajiste</b> <b>trajo</b> <b>trajimos</b> <b>trajisteis</b> <b>trajeron</b>	<b>traeré</b> <b>traerás</b> <b>traerá</b> <b>traeremos</b> <b>traeréis</b> <b>traerán</b>
<b>40. INFINITIVE</b> <i>valer, to be worth</i> PRESENT PARTICIPLE <i>valiendo</i> PAST PARTICIPLE <i>valido</i>	<b>valgo</b> <b>vales</b> <b>vale</b> <b>valemos</b> <b>valéis</b> <b>valen</b>	<b>valía</b> <b>valías</b> <b>valía</b> <b>valíamos</b> <b>valíais</b> <b>valían</b>	<b>valí</b> <b>valiste</b> <b>valió</b> <b>valimos</b> <b>valisteis</b> <b>valieron</b>	<b>valdré</b> <b>valdrás</b> <b>valdrá</b> <b>valdremos</b> <b>valdréis</b> <b>valdrán</b>

<sup>1</sup> The y of the present participle represents

Second Conjugation — *Continued*

CONDITIONAL	IMPERATIVE	PRESENT SUBJUNCTIVE	IMPERFECT SUBJUNCTIVE	
sería serías sería seríamos seríais serían	sé  sed	sea seas sea seamos seáis sean	fuera fueras fuera fuéramos fuerais fueran	fuese fueses fuese fuésemos fueseis fuesen
tendría tendrías tendría tendríamos tendríais tendrían	ten  tened	tenga tengas tenga tengamos tengáis tengan	tuviera tuvieras tuviera tuviéramos tuvierais tuvieran	tuviese tuvieses tuviese tuviésemos tuvieseis tuviesen
traería traerías traería traeríamos traeríais traerían	trae  traed	traiga traigas traiga traigamos traigáis traigan	trajera trajeras trajera trajéramos trajerais trajeran	trajese trajeses trajese trajésemos trajeséis trajesen
valdría valdrías valdría valdríamos valdríais valdrían	val or vale  valed	valga valgas valga valgamos valgáis valgan	valiera valieras valiera valiéramos valierais valieran	valiese valieses valiese valiésemos valieseis valiesen

unstressed *i* between two vowels.

Second Conjugation — *Continued*

PRINCIPAL PARTS	PRESENT INDICATIVE	IMPERFECT	PAST DEFINITE	FUTURE
<b>41. INFINITIVE</b> ver, <sup>1</sup> <i>to see</i> PRESENT PARTICIPLE viendo PAST PARTICIPLE visto	<b>veo</b> ves ve vemos veis ven	<b>veía</b> veías veía veíamos veíais veían	<b>vi</b> viste vió vimos visteis vieron	<b>veré</b> verás verá veremos veréis verán

## Third Conjugation

PRINCIPAL PARTS	PRESENT INDICATIVE	IMPERFECT	PAST DEFINITE	FUTURE
<b>42. INFINITIVE</b> asir, <i>to grasp, to seize</i> PRESENT PARTICIPLE asiendo PAST PARTICIPLE asido	<b>asgo</b> ases ase asimos asís asen	<b>asía</b> asías asía asíamos asíais asían	<b>así</b> asiste asíó asimos asisteis asieron	<b>asiré</b> asirás asirá asiremos asiréis asirán
<b>43. INFINITIVE</b> conducir, <sup>2</sup> <i>to conduct</i> PRESENT PARTICIPLE conduciendo PAST PARTICIPLE conducido	<b>conduzco</b> conduces conduce conducimos conducís conducen	<b>conducía</b> conducías conducía conducíamos mos conducíais conducían	<b>conduje</b> condujiste condujo condujimos condujisteis condujeron	<b>conduciré</b> conducirás conducirá conducire- mos conduciréis conducirán

<sup>1</sup> Derivatives of **ver** are conjugated on the same model, but **proveer**, jugated like a regular verb of the second conjugation. It has, however,

<sup>2</sup> There are a number of verbs ending in **-ducir**. Having a vowel interposing **z** before the **c** whenever the ending begins with **o** or **a** (see *to induce, producir, to produce, reducir, to reduce, traducir, to translate, etc.*

Second Conjugation — *Continued*

CONDITIONAL	IMPERATIVE	PRESENT SUBJUNCTIVE	IMPERFECT SUBJUNCTIVE	
vería verías vería veríamos veríais verían	ve    ved	vea veas vea veamos veáis vean	viera vieras viera viéramos vierais vieran	viese vieses viese viésemos vieseis viesen

Third Conjugation — *Continued*

CONDITIONAL	IMPERATIVE	PRESENT SUBJUNCTIVE	IMPERFECT SUBJUNCTIVE	
asiría asirías asiría asiríamos asiríais asirían	ase    asid	asga asgas asga asgamos asgáis asgan	asiera asieras asiera asiéramos asierais asieran	asiese asieses asiese asiésemos asieseis asiesen
conduciría conducirías conduciría conduciríamos conduciríais conducirían	conduce    conducid	conduzca conduzcas conduzca conduzcamos conduzcáis conduzcan	condujera condujeras condujera condujéramos condujeráis condujeran	condujese condujeses condujese condujésemos condujeseis condujesen

*to provide*, which still retains the original infinitive stem (*veer*), is con-  
both **proveído** and **provisto** as past participles.

before the *c*, they conjugate their present tenses like inceptive verbs by  
§ 15). Such verbs are **conducir**, *to conduct*, **deducir**, *to deduce*, **inducir**,



## Third Conjugation — Continued

PRINCIPAL PARTS	PRESENT INDICATIVE	IMPERFECT	PAST DEFINITE	FUTURE
<b>44. INFINITIVE</b> <i>decir,<sup>1</sup> to say, to tell</i> PRESENT PARTICIPLE <i>diciendo</i> PAST PARTICIPLE <i>dicho</i>	<b>digo</b> <b>dices</b> <b>dice</b> <b>decimos</b> <b>decís</b> <b>dicen</b>	<b>decía</b> <b>decías</b> <b>decía</b> <b>decíamos</b> <b>decíais</b> <b>decían</b>	<b>dijo</b> <b>dijiste</b> <b>dijo</b> <b>dijimos</b> <b>dijisteis</b> <b>dijeron</b>	<b>diré</b> <b>dirás</b> <b>dirá</b> <b>diremos</b> <b>diréis</b> <b>dirán</b>
<b>45. INFINITIVE</b> <i>ir, to go</i> PRESENT PARTICIPLE <i>yendo</i> PAST PARTICIPLE <i>ido</i>	<b>voy</b> <b>vas</b> <b>va</b> <b>vamos</b> <b>vais</b> <b>van</b>	<b>iba</b> <b>ibas</b> <b>iba</b> <b>íbamos</b> <b>ibais</b> <b>iban</b>	<b>fue<sup>2</sup></b> <b>fuiste</b> <b>fué</b> <b>fuimos</b> <b>fuisteis</b> <b>fueron</b>	<b>iré</b> <b>irás</b> <b>irá</b> <b>iremos</b> <b>iréis</b> <b>irán</b>
<b>46. INFINITIVE</b> <i>oír,<sup>3</sup> to hear</i> PRESENT PARTICIPLE <i>oyendo</i> PAST PARTICIPLE <i>oído</i>	<b>oigo</b> <b>oyes</b> <b>oye</b> <b>oímos</b> <b>oís</b> <b>oyen</b>	<b>oía</b> <b>oías</b> <b>oía</b> <b>oíamos</b> <b>oíais</b> <b>oían</b>	<b>oí</b> <b>oíste</b> <b>oyó</b> <b>oímos</b> <b>oísteis</b> <b>oyeron</b>	<b>oiré</b> <b>oirás</b> <b>oirá</b> <b>oiremos</b> <b>oiréis</b> <b>oirán</b>
<b>47. INFINITIVE</b> <i>salir,<sup>4</sup> to go out</i> PRESENT PARTICIPLE <i>saliendo</i> PAST PARTICIPLE <i>salido</i>	<b>salgo</b> <b>sales</b> <b>sale</b> <b>salimos</b> <b>salís</b> <b>salen</b>	<b>salía</b> <b>salías</b> <b>salía</b> <b>salíamos</b> <b>salíais</b> <b>salían</b>	<b>salí</b> <b>saliste</b> <b>salió</b> <b>salimos</b> <b>salisteis</b> <b>salieron</b>	<b>saldré</b> <b>saldrás</b> <b>saldrá</b> <b>saldremos</b> <b>saldréis</b> <b>saldrán</b>

<sup>1</sup> The past definite of *decir* has a *j* in its root, and, as in all such verbs, common derivatives of *decir* are *bendecir*, *to bless*, *maldecir*, *to curse*, *con-* from *decir* in that the past participle, the future, and the conditional are and *maldice*). The last two differ from *decir* only in the last respect,

<sup>2</sup> The past definite and the imperfect subjunctive are conjugated ex-

<sup>3</sup> It should be noted that stressed *i* after *o* requires the written accent.

Third Conjugation — *Continued*

CONDITIONAL	IMPERATIVE	PRESENT SUBJUNCTIVE	IMPERFECT SUBJUNCTIVE	
diría dirías diría diríamos diríais dirían	di  decid	diga digas diga digamos digáis digan	dijera dijeras dijera dijéramos dijerais dijeran	dijese dijeses dijese dijésemos dijeseis dijesen
iría irías iría iríamos iríais irían	vé  id	vaya vayas vaya vayamos vayáis vayan	fuera <sup>1</sup> fueras fuera fuéramos fuerais fueran	fuese <sup>2</sup> fueses fuese fuésemos fueseis fuesen
oíría oírías oíría oíríamos oíríais oírían	oye  oíd	oiga oigas oiga oigamos oigáis oigan	oyera oyeras oyera oyéramos oyerais oyeran	oyese oyeses oyese oyésemos oyeseis oyesen
saldría saldrías saldría saldríamos saldríais saldrían	sal  salid	salga salgas salga salgamos salgáis salgan	saliera salieras saliera saliéramos salierais salieran	saliese salieses saliese saliésemos salieseis saliesen

the *j* absorbs the *i* of all endings beginning with *io* or *ie*. Some of the *tradecir*, *to contradict*, and *predecir*, *to predict*. Of these the first two differ regular, and in having the full form of the imperative singular (*bendice* that of having full forms in the imperative singular (*contradice*, *predice*).  
 1. *Salir* has the same irregularities as *valer*, which see, § 40.

**Third Conjugation — Continued**

PRINCIPAL PARTS	PRESENT INDICATIVE	IMPERFECT	PAST DEFINITE	FUTURE
<b>48. INFINITIVE</b> venir, <i>to come</i>	<b>vengo</b>	venía	<b>vine</b>	<b>vendré</b>
PRESENT PARTICIPLE	<b>vienes</b>	venías	<b>viniste</b>	<b>vendrás</b>
<b>viniendo</b>	<b>viene</b>	venía	<b>vino</b>	<b>vendrá</b>
PAST PARTICIPLE	<b>venimos</b>	veníamos	<b>vinimos</b>	<b>vendremos</b>
<b>venido</b>	<b>venís</b>	veníais	<b>vinisteis</b>	<b>vendréis</b>
	<b>vienen</b>	venían	<b>vinieron</b>	<b>vendrán</b>

Third Conjugation — *Continued*

CONDITIONAL	IMPERATIVE	PRESENT SUBJUNCTIVE	IMPERFECT SUBJUNCTIVE	
<b>vendría</b> <b>vendrías</b> <b>vendría</b> <b>vendríamos</b> <b>vendríais</b> <b>vendrían</b>	<b>ven</b>    <b>venid</b>	<b>venga</b> <b>vengas</b> <b>venga</b> <b>vengamos</b> <b>vengáis</b> <b>vengan</b>	<b>viniera</b> <b>vinieras</b> <b>viniera</b> <b>viniéramos</b> <b>vinierais</b> <b>vinieran</b>	<b>viniese</b> <b>vinieses</b> <b>viniese</b> <b>viniésemos</b> <b>vinieseis</b> <b>viniesen</b>



**49. Defective Verbs** are verbs which are wanting in some of their forms. Such, for instance, are the verbs that denote weather conditions, like *nevar*, *to snow*, and *llover*, *to rain*. Most of them are verbs that are but little used.

**50. Placer**, *to please*, and the less common **aplayer**, *to please*, are used only in the third singular forms of their tenses. **Placer** is conjugated as follows:

INDICATIVE		SUBJUNCTIVE
<i>Pres.:</i>	place	plega, plegue, or plazca
<i>Imperfect:</i>	placía	-ra form: pluguiera or placiera -se form: pluguiese or placiese
<i>Past Definite:</i>	plugo or plació	
<i>Future:</i>	placerá	pluguiere or placiere
<i>Conditional:</i>	placería	

**51. Soler**, *to be accustomed, to be wont*, is used only in the present and imperfect indicative. In the present it changes o to ue when the stress falls on the stem.

*Pres. Indic.:* suelo, sueles, **suele**, solemos, soléis, **suelen**.

*Imperfect:* solía, solías, solía, solíamos, soláis, solían.

**52. Concernir**, *to concern*, is used only in the third persons. It changes e to ie in the present when stressed.

	3d sing.	3d plural
<i>Pres. Indic.:</i>	<b>concierne</b>	<b>conciernen</b>
<i>Imperfect:</i>	concernía	concernían
<i>Past Definite:</i>	concernió	concernieron
<i>Future:</i>	concernirá	concernirán
<i>Conditional:</i>	concerniría	concernirían
<i>Pres. Subj.:</i>	<b>concierna</b>	<b>conciernan</b>
<i>Imp. Subj., -ra form:</i>	concerniera	concernieran
<i>Imp. Subj., -se form:</i>	concerniese	concerniesen
<i>Future Subj.:</i>	concerniere	concernieren

**53. Yacer**, *to lie*, is rarely used except in epitaphs. Its use is confined to the third person forms. In the present subjunctive it has the following forms: **yazca**, **yazcan**; **yazga**, **yazgan**; **yaga**, **yagan**. All other forms are regular.

**54. Irregular Past Participle.** — The following four verbs, and their compounds, have irregular past participles, but are otherwise regular :

<b>abrir, to open</b>	<i>Past Participle</i>	<b>abierto</b>
<b>cubrir, to cover</b>	" "	<b>cubierto</b>
<b>escribir, to write</b>	" "	<b>escrito</b>
<b>imprimir, to impress, to print</b>		<b>impreso</b>

**55.** Four regular verbs, two of the second and two of the third conjugation, have two past participles, one regular and one irregular :

<b>prender, to catch, to arrest</b>	<b>prendido and preso</b>
<b>romper, to break</b>	<b>rompido and roto</b>
<b>oprimir, to oppress</b>	<b>oprimido and opreso</b>
<b>suprimir, to suppress</b>	<b>suprimido and supreso</b>

Compounds of **prender** and **romper** only have regular past participles.

## TABLE OF NUMERALS

### CARDINALS

1, un(o), una	50, cincuenta
2, dos	60, sesenta
3, tres	70, setenta
4, cuatro	80, ochenta
5, cinco	90, noventa
6, seis	100, cien(to)
7, siete	101, ciento un(o)
8, ocho	121, ciento veinte y un(b)
9, nueve	200, doscientos(-as)
10, diez	300, trescientos(-as)
11, once	400, cuatrocientos(-as)
12, doce	500, quinientos(-as)
13, trece	600, seiscientos(-as)
14, catorce	700, setecientos(-as)
15, quince	800, ochocientos(-as)
16, diez y seis (dieciséis)	900, novecientos (-as)
17, diez y siete (diecisiete)	1000, mil
18, diez y ocho (dieciocho)	2000, dos mil
19, diez y nueve (diecinueve)	1492, mil cuatrocientos no-
20, veinte	venta y dos
21, veinte y un(o) (veintiún or veintiuno)	1918, mil novecientos diez y ocho
22, veinte y dos (veintidós)	1,000,000, un millón
30, treinta	2,000,000, dos millones
40, cuarenta	

NOTES. 1. In compound numbers, *y*, *and*, is placed before the last numeral, provided the numeral that immediately precedes is less than 100. Thus: **ciento noventa y cinco**, 195; but **doscientos cinco**, 205.

2. Before nouns and adjectives, **uno** loses its final **o**. Thus: **veinte y un libros**; but **tengo veinte y uno**.

3. Before nouns and adjectives, and before numbers greater than itself, 100 is **cien**. Otherwise it is **ciento**. Thus: **cien hombres**; **cien mil**; but **ciento veinte y cinco**.

## ORDINALS

1st, primero, -a, -os, -as

2d, segundo, *etc.*

3d, tercero, *etc.*

4th, cuarto, *etc.*

5th, quinto, *etc.*

6th, sexto, *etc.*

7th, séptimo, *etc.*

8th, octavo, *etc.*

9th, noveno *or* nono, *etc.*

10th, décimo, *etc.*

11th, undécimo, *etc.*

12th, duodécimo, *etc.*

NOTE. In naming chapters, pages, centuries, *etc.*, the ordinals are generally used up to *ten* inclusive; from *eleven* on the cardinals are more common.





# VOCABULARY

## ABBREVIATIONS AND EXPLANATIONS

<i>adj.</i> , adjective.	<i>m.</i> , masculine.
<i>adv.</i> , adverb.	<i>neut.</i> , neuter.
<i>art.</i> , article.	<i>part.</i> , participle.
<i>conj.</i> , conjunction.	<i>pl.</i> , plural.
<i>f.</i> , feminine.	<i>prep.</i> , preposition.
<i>interj.</i> , interjection.	<i>pron.</i> , pronoun.
<i>interr.</i> , interrogative.	<i>sing.</i> , singular.
<i>irr. p. p.</i> , irregular past participle.	

The numbers in parentheses after infinitives refer to the paragraphs on The Verb (pages 132 to 163). If there is no number after an infinitive, it may be inferred that the verb is entirely regular.

Nouns may be recognized by the presence of the abbreviation *m.* or *f.*; adjectives and past participles by the fact that two endings are given (those adjectives which have the same ending for both genders are marked *adj.*).

Proper names are not included in this vocabulary unless the English form of the name is different from the Spanish form.

### A

**a**, to, on, at, in, for, by. *In idiomatic phrases, a may correspond to almost any English preposition. It is also used as the sign of a personal object.*  
**abandonar**, to leave, forsake, give up.  
**abarcar** (10, 1), to embrace, contain.  
**abedul**, *m.*, birch.  
**abeto**, *m.*, spruce.

**abierto**, *-a*, *irr. p. p. of abrir*, opened, open.  
**abogado**, *m.*, lawyer.  
**abonar**, to credit, pay; —*me en cuenta*, to credit to my account.  
**abordaje**, *m.*, boarding (*a ship*).  
**abrazar** (10, 4), to embrace.  
**abrazo**, *m.*, embrace.  
**abreviatura**, *f.*, abbreviation.  
**abril**, *m.*, April.  
**abrir** (54), to open; —*el apetito*, to get an appetite; —*se*, to open.

- absolutamente**, absolutely.
- abuelita**, *f.*, little grandmother, "granny."
- abuelo**, *m.*, grandfather.
- acabar**, to finish, be exhausted;  
— *de*, to have just; — *se*, to end.
- acacia**, *f.*, acacia.
- acceder**, to accede, yield, agree.
- aceite**, *m.*, oil.
- aceituna**, *f.*, olive; — *Reina*, Queen olive.
- acémila**, *f.*, mule, beast of burden;  
*en* —, on mule-back.
- aceptación**, *f.*, acceptance, sale;  
*presentar a la* —, to present for acceptance.
- aceptado**, — *a*, accepted.
- aceptar**, to accept.
- acera**, *f.*, sidewalk.
- acerca de**, with regard to, about, concerning.
- acero**, *m.*, steel.
- acoger** (11, 2), to receive.
- acompañado**, — *a*, accompanied.
- acompañar**, to accompany, follow.
- aconsejar**, to advise.
- acontecer** (15), to happen.
- acontecido**, — *a*, happened; *lo acontecido*, what has happened.
- acontecimiento**, *m.*, event.
- acordar** (18, *b*), to agree upon;  
— *se de*, to remember.
- acostar** (18, *b*), to put in bed.
- acostumbrado**, — *a*, accustomed, customary, usual.
- acostumbrar**, to accustom, be accustomed to, use; — *se a*, to be accustomed to, get used to.
- acreditado**, — *a*, reliable.
- acreedor**, *m.*, creditor.
- activar**, to push, hasten, rush;  
— *la propaganda*, to push the advertising.
- actividad**, *f.*, activity.
- activo**, — *a*, active, diligent, wide-awake; *m.*, assets.
- acto**, *m.*, act; *en el* —, at once.
- actual**, *adj.*, present; *m.*, instant, present month; *20 del* —, 20th inst.
- acuerdo**, *m.*, agreement, accord, determination; *de* — *con*, according to, in accordance with.
- acusar**, to acknowledge.
- acuse de recibo**, *m.*, acknowledgment of receipt.
- achicharrar**, to fry too much; — *se*, to fry (*used of a person who is too hot*).
- adelantado**, — *a*, advanced; *por adelantado*, in advance.
- adelantar**, to progress.
- además**, moreover, besides; — *de*, besides.
- adiós**, good-by.
- adjunto**, — *a*, joined, enclosed, herewith, added.
- administración**, *f.*, management.
- admirablemente**, admirably.
- admisión**, *f.*, admission; *válvula de* —, admission valve.
- admitir**, to admit, permit; — *se*, to be permissible.
- Adolfo**, *m.*, Adolph.
- adornar**, to decorate.
- adquiere**, *see adquirir*.
- adquieren**, *see adquirir*.
- adquirir** (21, *note 2*), to acquire, obtain.
- aduana**, *f.*, custom-house; *derechos de* —, custom-house duties.

- aéreo**, -a, aerial; **ferrocarril aéreo**, elevated railway or train.  
**afable**, *adj.*, affable.  
**afectísimo**, -a, most affectionate.  
**afecto**, *m.*, affection, love; *pl.*, affection, love.  
**afición**, *f.*, fondness.  
**agencia**, *f.*, agency.  
**agente**, *m.*, agent.  
**agosto**, *m.*, August.  
**agradable**, *adj.*, agreeable.  
**agradablemente**, agreeably.  
**agradar**, to please.  
**agradecer** (15), to thank, be thankful for; **les agradeceré se sirvan enviarme**, I shall thank you to send me.  
**agrado**, *m.*, pleasure, liking; **de nuestro —**, to our liking.  
**agrícola**, *adj.*, agricultural.  
**agricultura**, *f.*, agriculture.  
**agrietarse**, to crack.  
**agua**, *f.*, water; **en —s de**, off the coast of.  
**aguardar**, to await.  
**ahora**, now.  
**aire**, *m.*, air, breeze; **al — libre**, in the open air; **la vida al — libre**, open-air life.  
**aireado**, -a, aired, airy, ventilated.  
**airear**, to ventilate.  
**ajeno**, -a, another's, foreign, strange, contrary; **—s a nuestra previsión**, that could not be foreseen.  
**al**, contraction of **a** and **el**; before an infinitive, on, upon, in.  
**alarmar**, to alarm; **—se**, to be alarmed.  
**alba**, *f.*, dawn.  
**albaricoque**, *m.*, apricot.  
**albergue**, *m.*, shelter.  
**Alberto**, *m.*, Albert.  
**alborotado**, -a, rough.  
**alcachofa**, *f.*, artichoke.  
**alcanzar** (10, 4), to reach, obtain, attain.  
**alcaparra**, *f.*, caper.  
**alcohol**, *m.*, alcohol.  
**alegrarse**, to rejoice, be glad; **— de que**, to be glad that.  
**alegría**, *f.*, joy, pleasure; **una impresión de —**, a happy feeling.  
**alemán**, -a, German; *m.*, German.  
**Alemania**, *f.*, Germany.  
**Alfonso**, *m.*, Alphonse.  
**Alfredo**, *m.*, Alfred.  
**algo**, *pron.*, something; *adv.*, somewhat.  
**algún**, *apocopated form of alguno*.  
**alguno**, -a, some, any, some one, any one; **alguno que otro**, an occasional.  
**alhaja**, *f.*, jewel.  
**alicante**, *adj.* (*sing. and pl.*), of or from Alicante.  
**alimentar**, to feed.  
**alimenticio**, -a, nutritious; **productos alimenticios**, food products.  
**alineación**, *f.*, alignment, laying out.  
**alma**, *f.*, soul.  
**almacén**, *m.*, warehouse.  
**almacenar**, to store.  
**almendra**, *f.*, almond.  
**almorzar** (18, 6; 10, 4), to lunch.  
**almuerzo**, *m.*, lunch.  
**Alonso**, *m.*, Alphonse.  
**alquitrán**, *m.*, tar.  
**alrededores**, *m. pl.*, environs.  
**altar**, *m.*, altar.



- alterado, -a, disturbed.  
 alterar, to disturb.  
 alternar, to alternate.  
 alto, -a, high, great; *en alta mar*, on the high seas.  
 alumbrado, *m.*, illumination, lighting.  
 allí, there; — mismo, right there, then and there.  
 amabilidad, *f.*, kindness.  
 amable, *adj.*, amiable, kind.  
 amatista, *f.*, amethyst.  
 ambos, -as, both.  
 Ambrosio, *m.*, Ambrose.  
 América, *f.*, America; — del Sur, South America; Sud —, South America.  
 americano, -a, American; *m.*, American.  
 amiga, *f.*, friend.  
 amigo, *m.*, friend.  
 amistad, *f.*, friendship; *pl.*, friends.  
 amortiguador, *m.*, muffler.  
 amplio, -a, ample, large.  
 Ana, *f.*, Anne.  
 análogo, -a, analogous.  
 ancho, -a, broad, wide; *m.*, width; de —, wide.  
 anchoa, *f.*, anchovy.  
 andar (26), to go, behave.  
 andorrano, -a, of or from Andorra.  
 Andrés, *m.*, Andrew.  
 angina, *f.*, pharyngitis.  
 ángulo, *m.*, corner.  
 animal, *m.*, beast.  
 ánimo, *m.*, spirit.  
 anotado, -a, written, noted.  
 anotar, to write, note.  
 ansia, *f.*, anxiety, longing.  
 ansiado, -a, longed for.  
 ansiedad, *f.*, anxiety.  
 ansioso, -a, anxious.  
 ante, before.  
 anteayer, day before yesterday.  
 anteceder, to precede.  
 anterior, *adj.*, former, preceding, foregoing, above.  
 antes, before; — de, before; — de que, before; cuanto —, immediately, as soon as possible.  
 anticipadamente, in advance.  
 anticipado, -a, in advance; por anticipado, in advance; las gracias anticipadas, thanks in advance.  
 anticipar, to advance.  
 anticuado, -a, antiquated.  
 antiguo, -a, old, old-fashioned, former.  
 Antillas, *f. pl.*, Antilles, West Indies.  
 Antonio, *m.*, Anthony.  
 anunciado, -a, announced, advised, advertised.  
 anunciar (24, b), to announce, advise, advertise.  
 anuncio, *m.*, announcement, advertisement, advice.  
 añadir, to add.  
 año, *m.*, year; todo el —, the year round.  
 apagar (10, 2), to put out, extinguish.  
 aparador, *m.*, sideboard.  
 aparato, *m.*, apparatus, machine, instrument.  
 aparecer (15), to appear.  
 apartado, *m.*, P. O. Box; — postal, P. O. Box.  
 apenas, hardly, scarcely, as soon as.  
 aperitivo, *m.*, aperitive.  
 apero, *m.*, implement; —s de labranza, farming implements.

- apetito, *m.*, appetite.  
 apiñado, *-a*, crowded.  
 apoderado, *m.*, manager.  
 apoplejía, *f.*, apoplexy.  
 apreciable, *adj.*, valuable, respectable, esteemed, dear.  
 apreciado, *-a*, esteemed.  
 apreciar (24, *b*), to appreciate, esteem, consider.  
 aprecio, *m.*, esteem; Muy Sr. mfo, de mi mayor —, My most esteemed Sir.  
 aprender, to learn.  
 apretón, *m.*, pressure.  
 aprobar (18, *b*), to approve.  
 apropiado, *-a*, appropriate, fit, suitable.  
 aprovechar or aprovecharse de, to avail oneself of.  
 aptitud, *f.*, aptitude, ability.  
 aquel, *adj.*, that, the former.  
 aquél, *pron.*, that, the former.  
 aquella, *adj.*, that, the former.  
 aquélla, *pron.*, that, the former.  
 aquellas, *adj.*, those, the former.  
 aquéllas, *pron.*, those, the former.  
 aquello, *neut. pron.*, that, the former thing.  
 aquellos, *adj.*, those, the former.  
 aquéllos, *pron.*, those, the former.  
 aquí, here; por —, around here, this way.  
 arado, *m.*, plough.  
 arbitrios, *m. pl.*, excise taxes.  
 árbitro, *m.*, arbitrator; — *compenedor*, arbitrator.  
 árbol, *m.*, tree; — *motor*, main shaft.  
 arce, *m.*, maple.  
 archivar, to file.  
 ardiente, *adj.*, burning.  
 arena, *f.*, sand.  
 argentino, *-a*, of or from Argentina, Argentinian.  
 aritmética, *f.*, arithmetic.  
 armazón, *f.*, framework.  
 armonía, *f.*, harmony.  
 aroma, *m.*, fragrance.  
 arpillera, *f.*, burlap.  
 arrabio, *m.*, cast-iron.  
 arraigo, *m.*, landed property; comerciante de —, well-established merchant.  
 arreglo, *m.*, arrangement; con — *a*, according to.  
 arriba, up; para —, up, upwards.  
 arriesgado, *-a*, risky.  
 arrojar, to throw, give as a result; — *un saldo*, to show a balance.  
 arroyo, *m.*, rivulet, gutter.  
 arroz, *m.*, rice.  
 artesano, *m.*, artisan.  
 artículo, *m.*, article; *pl.*, goods.  
 artífice, *m.*, artisan.  
 artista, *m. and f.*, artist.  
 Arturo, *m.*, Arthur.  
 asa, *f.*, handle.  
 asado, *-a*, roasted.  
 ascender (18, *c*), to ascend, be promoted.  
 asegurar, to assure, assert.  
 asestar, to aim, point.  
 asfalto, *m.*, asphalt.  
 así, so, thus, in this manner; — *como*, as well as; — *que*, as soon as.  
 asiduidad, *f.*, assiduity, diligence.  
 asiento, *m.*, seat.  
 asignatura, *f.*, subject (*of study*).  
 asimismo, likewise.  
 asistencia, *f.*, presence.  
 asistir, to be present.

**asociar** (24, *b*), to associate, join;  
 — **a mis negocios**, to take into the firm.  
**asoleado**, -a, sunny, light.  
**asta**, *f.*, horn.  
**asunto**, *m.*, affair, matter.  
**ataque**, *m.*, attack.  
**atención**, *f.*, attention, kindness.  
**atender** (18, *c*), to take care of;  
 — **a**, to attend to, give attention to.  
**atentamente**, attentively, sincerely.  
**atento**, -a, attentive.  
**Atlántico**, *m.*, Atlantic.  
**atmosférico**, -a, atmospheric.  
**atrás**, back, past, ago.  
**atril**, *m.*, lectern, music-stand.  
**atroz**, *adj.*, huge, enormous, terrible.  
**atún**, *m.*, tunny-fish.  
**aturdir**, to bewilder, stun, confuse.  
**Agosto**, *m.*, Augustus.  
**aumentar**, to increase.  
**aumento**, *m.*, increase.  
**aun** or **aún**, yet, even; **aun cuando**, although.  
**aunque**, although, even if.  
**ausente**, *adj.*, absent; *m.*, absentee, absent one.  
**Austria Hungría**, *f.*, Austria-Hungary.  
**automáticamente**, automatically.  
**automóvil**, *m.*, automobile; — **de excursión**, touring-car; — **de caminos**, roadster; **camión** —, motor truck.  
**autor**, *m.*, author.  
**autorizado**, -a, authorized.  
**autorizar** (10, *4*), to authorize.  
**auxiliar** (24, *b*), to help, assist.

**ave**, *f.*, fowl.  
**avellana**, *f.*, filbert.  
**avenida**, *f.*, avenue.  
**aventadora**, *f.*, winnower.  
**avería**, *f.*, damage; — **gruesa**, general average.  
**averiado**, -a, damaged.  
**averiguar** (24, *d*; 10, *3*), to ascertain, find out.  
**avisado**, -a, advised, informed.  
**avisar**, to inform, advise, give notice.  
**aviso**, *m.*, notice.  
**ayer**, yesterday.  
**azahar**, *m.*, orange-flower.  
**azul**, *adj.*, blue.

## B

**abor**, *m.*, port (*left side of a vessel, facing bow*).  
**bacalao**, *m.*, codfish; — **de Escocia**, codfish.  
**bailar**, to dance.  
**bajo**, -a, low; **planta baja**, ground floor; **Países Bajos**, the Netherlands; *prep.*, under.  
**balanza**, *f.*, scale.  
**banca**, *f.*, banking.  
**banco**, *m.*, bench, bank; — **de bogar**, thwart.  
**banquete**, *m.*, banquet.  
**bañar**, to bathe; — **se**, to bathe; — **se al sol**, to bask in the sun.  
**baño**, *m.*, bath; **cuarto de** —, bath-room.  
**barandilla**, *f.*, railing.  
**barato**, -a, cheap.  
**barquero**, *m.*, boatman.  
**barrena**, *f.*, borer, auger; — **de mano**, hand-auger.  
**barril**, *m.*, barrel.



- basado**, -a, based; — **en**, based upon.  
**basar**, to base, fix, establish.  
**base**, *f.*, base, basis; **sobre la — de que**, on the basis that.  
**bastante**, *adj. and adv.*, enough, rather, not a little, sufficiently.  
**bastar**, to suffice, be sufficient.  
**batir**, to beat; — **el récord**, to break the record.  
**baúl**, *m.*, trunk.  
**bautizar** (10, 4), to baptize.  
**bautizo**, *m.*, baptism.  
**bebida**, *f.*, drink.  
**Bélgica**, *f.*, Belgium.  
**belleza**, *f.*, beauty.  
**bellísimo**, -a, very *or* most beautiful.  
**bello**, -a, beautiful.  
**bendecir** (*page 158, note 1*), to bless.  
**bendijo**, *see* **bendecir**.  
**bendito**, -a, blessed.  
**beneficiar** (24, *b*), to benefit.  
**berbiquí**, *m.*, bit-brace.  
**beso**, *m.*, kiss.  
**biela**, *f.*, connecting-rod.  
**bien**, well, very; **pues —**, well then; **o —**, or, or else; **tener a —**, to be kind enough to.  
**bienestar**, *m.*, well-being.  
**billete**, *m.*, bank-note.  
**bizcocho**, *m.*, fancy biscuit, sweet cracker.  
**blanco**, -a, white.  
**bloqueo**, *m.*, blockade.  
**bobina**, *f.*, coil.  
**bocado**, *m.*, mouthful.  
**bocina**, *f.*, horn.  
**boda**, *f.*, marriage; **ceremonia de —**, marriage ceremony.  
**bogar** (10, 2), to row; **banco de —**, thwart.  
**bonaerense**, *adj.*, of *or* from Buenos Aires; *m.*, inhabitant of Buenos Aires.  
**bonancible**, *adj.*, moderate, calm, smooth.  
**bondad**, *f.*, kindness; **tener la — de**, to be kind enough to.  
**boniato**, *m.*, sweet potato.  
**borda**, *f.*, gunwale.  
**bordar**, to embroider.  
**bordo**, *m.*, board, side of ship; **a —**, on board; **franco a —**, free on board, f.o.b.  
**borrascoso**, -a, stormy.  
**borronear**, to waste paper by scribbling on it.  
**bosque**, *m.*, forest, wood.  
**bosquejo**, *m.*, sketch.  
**bote**, *m.*, boat; — **automóvil**, motor boat; — **salvavidas**, life-boat.  
**botifarra**, *f.*, sausage.  
**bravo**, -a, wild.  
**brazo**, *m.*, arm; **del — de**, on the arm of.  
**brillar**, to shine.  
**brindis**, *m.*, toast.  
**bróculi**, *m.*, broccoli (*a sort of cabbage*).  
**broche**, *m.*, clip.  
**bromear**, to joke.  
**bromista**, *adj.*, witty; *m.*, merry fellow, joker.  
**bronce**, *m.*, bronze.  
**bronceado**, -a, bronze, bronzed.  
**búcaro**, *m.*, vase.  
**buen**, *apocopated form of* **bueno**.  
**bueno**, -a, good.  
**bujía**, *f.*, spark-plug.



**bulto**, *m.*, parcel, package.  
**buque**, *m.*, ship; — **mercante**, merchant *or* trading-vessel.  
**burlar**, to ridicule, mock; — **se de**, to make fun of.  
**busca**, *f.*, search.  
**buscar** (10, 1), to seek, search, look for.

## C

**caballero**, *m.*, gentleman.  
**caballo**, *m.*, horse; — *or* — **s de fuerza**, horse-power.  
**caber** (29), to fit, be contained; **dentro de Buenos Aires cabrían seis capitales**, Buenos Aires would hold six capitals.  
**cabeza**, *f.*, head.  
**cabida**, *f.*, capacity.  
**cabizbajo**, — **a**, crestfallen, melancholy, dispirited, quiet.  
**cable**, *m.*, cable.  
**cablegrama**, *m.*, cablegram.  
**cabo**, *m.*, end; **de — a rabo**, from beginning to end; **llevar a —**, to carry through, put through, accomplish.  
**cabría**, *see caber*.  
**cabrían**, *see caber*.  
**cacería**, *f.*, hunting party.  
**cada**, *adj.*, each; — **uno or — cual**, each one.  
**cadena**, *f.*, chain.  
**Cádiz**, *m.*, Cadiz.  
**caer** (30), to fall; — **se**, to fall.  
**caído**, — **a**, languid, downfallen, drooping.  
**caja**, *f.*, box, case.  
**cajita**, *f.*, small box.  
**calamar**, *m.*, calamary (*kind of cuttlefish*).

**calcar** (10, 1), to trace, model.  
**caldera**, *f.*, boiler.  
**calenturiento**, — **a**, feverish.  
**calidad**, *f.*, quality.  
**calofrío**, *m.*, chill.  
**calor**, *m.*, heat; **hacer —**, to be warm.  
**caluroso**, — **a**, warm.  
**calzado**, *m.*, footwear.  
**calle**, *f.*, street.  
**cama**, *f.*, bed; **coche —**, sleeping car.  
**cámara**, *f.*, chamber.  
**camarote**, *m.*, stateroom.  
**cambiar** (24, b), to change.  
**cambio**, *m.*, change; **letra de —**, draft; **primera de —**, first of exchange.  
**camino**, *m.*, road, way; **en — de**, on the road to; **automóvil de —s**, roadster.  
**camión**, *m.*, truck; — **automóvil**, motor-truck.  
**campanilla**, *f.*, small bell, bell.  
**campo**, *m.*, country, field.  
**candil**, *m.*, oil-lamp.  
**canela**, *f.*, cinnamon.  
**canjear**, to exchange.  
**canoa**, *f.*, canoe.  
**cantar**, to sing.  
**cantidad**, *f.*, quantity, sum, amount, lot.  
**caña**, *f.*, cane.  
**caoba**, *f.*, mahogany.  
**capa**, *f.*, mantle, layer, primage, coat (*of paint*).  
**capaces**, *pl. of capaz*.  
**capaz**, *adj.*, apt, capable.  
**capital**, *m.*, capital.  
**capitán**, *m.*, captain, commander.  
**capota**, *f.*, leather top.

**carácter, m.**, character. *Notice that the plural of this word is caracteres, i.e., with the stress on the penult.*

**carbón, m.**, coal, carbon; **copia al —**, carbon-copy.

**carcoma, f.**, wood-tick.

**carecer de (15)**, to lack.

**carga, f.**, cargo, lading.

**cargador, m.**, freighter.

**cargar (10, 2)**, to charge, load.

**cargo, m.**, charge, position; **hacerse — de**, to make oneself acquainted with, take charge of; **correr a nuestro —**, to be at our expense; **— de or a — de**, to the charge of, drawn on, on.

**carifio, m.**, love.

**carifoso, —a**, loving.

**Carlos, m.**, Charles.

**carmelita, adj.**, carmelite (*a kind of gray*).

**carne, f.**, meat.

**caro, —a**, dear, expensive.

**carrera, f.**, race, career, profession; **las —s del motor**, the racing of the motor.

**carretela, f.**, runabout.

**carruaje, m.**, vehicle.

**carta, f.**, letter.

**cartear**, to correspond by letter, write.

**cartera, f.**, portfolio.

**casa, f.**, house, home, firm; **en — de**, at the house of; **— de comercio**, business house; **— de campo**, country-house; **— de huéspedes**, boarding-house.

**casabe, m.**, cassava (*an herb extensively cultivated for food in tropical America*).

**casado, —a**, married.

**casar**, to marry; **—se con**, to marry; **comprometida para —se con**, engaged to be married to.

**casco, m.**, hull, body; **—s de naranja**, orange preserve.

**casi**, almost, nearly.

**casilla, f.**, pigeon-hole, P. O. Box; **— de correos**, P. O. Box.

**casita, f.**, little house.

**caso, m.**, event, case; **para el — de que**, in case; **en — de que**, in case.

**casquitos, m. pl.**, preserve.

**castaña, f.**, chestnut (*the European variety, much larger than ours*).

**castellano, m.**, Castilian, Spanish.

**castigo, m.**, punishment.

**catalán, —a**, Catalanian; **a la catalana**, after the Catalanian fashion.

**catálogo, m.**, catalogue.

**Cataluña, f.**, Catalonia.

**caudaloso, —a**, rich.

**causa, f.**, cause.

**causar**, to cause, produce.

**cayetano, —a**, Gaetan; **m.**, Gaetan.

**caza, f.**, chase, hunting.

**cazar (10, 4)**, to hunt; **bote de —**, hunting-boat.

**cazuela, f.**, stewing-pan; **perdices a la —**, stewed partridges.

**cedro, m.**, cedar.

**celebrar**, to celebrate; **se celebró la boda**, the wedding took place.

**celo, m.**, zeal.

**cementerio, m.**, cemetery.

**cenar**, to eat supper; **a la hora de —**, at supper-time.

**centenar, m.**, hundred.

- centímetro, *m.*, centimeter (*about four-tenths of an inch*).
- céntimo, *m.*, centime (*equivalent to one-fifth of a cent*).
- central, *adj.*, central.
- centro, *m.*, center.
- cerca, near; — *de*, near, close to, about.
- Cerdeña, *f.*, Sardinia.
- cerdo, *m.*, pork.
- ceremonia, *f.*, ceremony; — *de boda*, marriage ceremony.
- cereza, *f.*, cherry.
- cerrado, —*a*, closed.
- cerrar (18, *a*), to close.
- certificado, *m.*, certificate.
- cesar, to cease.
- cielo, *m.*, sky.
- científico, —*a*, scientific.
- ciento, one hundred; *por* —, per cent.
- cierra, *see* cerrar.
- cierto, —*a*, certain, a certain.
- cilindro, *m.*, cylinder.
- cinco, five; *las* —, five o'clock.
- cincuenta, fifty.
- cinta, *f.*, ribbon.
- circular, *adj.*, circular; *carta* —, circular letter; *f.*, circular.
- circunstancia, *f.*, circumstance; *con la* — *de venir acompañada*, being incidentally accompanied by.
- ciruela, *f.*, plum; —*s pasa*, prunes.
- citado, —*a*, mentioned, aforementioned; *su citada*, your aforementioned letter.
- ciudad, *f.*, city, town.
- cívica, *f.*, civics.
- cívico, —*a*, civic.
- civil, *adj.*, civil.
- claridad, *f.*, clearness.
- clase, *f.*, class, kind.
- clasificación, *f.*, classification.
- clasificar (10, 1), to classify.
- clave, *f.*, code; — *telegráfica*, telegraph-code.
- clavel, *m.*, carnation.
- clavija, *f.*, pin, peg.
- cliente, *m. and f.*, client.
- clima, *m.*, climate.
- club (*pl.*, clubs), *m.*, club.
- cobrado, —*a*, collected.
- cobrar, to collect; *a* —, to be paid.
- cobre, *m.*, copper.
- cobro, *m.*, collection.
- cocido, *m.*, cocido (*Spanish dish of boiled meat and vegetables*).
- cocina, *f.*, kitchen.
- coche, *m.*, carriage, car; — *cama*, sleeping-car.
- código, *m.*, code; — *penal*, criminal laws.
- codo, *m.*, elbow.
- codornices, *pl. of* codorniz.
- codorniz, *f.*, quail.
- coger (11, 2), to catch.
- col, *f.*, cabbage.
- colección, *f.*, collection.
- colectivo, —*a*, aggregated; *sociedad colectiva*, general partnership.
- colegio, *m.*, college. *In Spanish-speaking countries the curriculum of the "colegio" corresponds approximately to that of our High School plus one or two years of College.*
- coliflor, *f.*, cauliflower.
- colocación, *f.*, employment, position.
- colocado, —*a*, placed, employed.
- colocar (10, 1), to place, lay.



**colonia**, *f.*, colony.  
**color**, *m.*, color.  
**colorado**, *-a*, florid, red, flushed.  
**comandita**, *f.*, silent partnership;  
**Sociedad en Comandita**, Limited Company.  
**combar**, to bend; *—se*, to bend.  
**combinación**, *f.*, combination.  
**combustible**, *m.*, fuel.  
**comedor**, *m.*, dining-room; **salón**  
*—*, large dining-room, diner  
*(on a train)*.  
**comer**, to eat, dine; **a la hora de**  
*—*, at dinner-time.  
**comercial**, *adj.*, commercial;  
**cartas —es**, business letters.  
**comerciante**, *m.*, merchant.  
**comercio**, *m.*, commerce, business.  
**comestibles**, *m. pl.*, provisions,  
 food.  
**comida**, *f.*, dinner, meal.  
**comienzo**, *m.*, beginning.  
**comisión**, *f.*, commission; **negocios de —**, commission business.  
**como**, how, as, like; *— quiera que*, inasmuch as, since.  
**cómo**, how (*in interrogative and exclamatory phrases*).  
**cómodamente**, comfortably, in comfort.  
**comodidad**, *f.*, comfort, convenience.  
**cómodo**, *-a*, convenient, comfortable.  
**compañera**, *f.*, companion; **embarcación —**, companion ship.  
**compañero**, *m.*, companion.  
**compañía**, *f.*, company, society;  
*— transatlántica*, transatlantic line.  
**comparar**, to compare.

**competencia**, *f.*, competition.  
**competir** (22, *a*), to compete, rival.  
**compite**, *see* **competir**.  
**complacer** (15), to please; *—se en*, to be glad to.  
**completamente**, completely.  
**completo**, *-a*, complete.  
**compondremos**, *see* **componer**.  
**componer** (34), to compose, repair; *—se de*, to consist of.  
**composición**, *f.*, composition.  
**compra**, *f.*, purchase.  
**comprar**, to buy.  
**comprender**, to understand, realize.  
**comprobar** (18, *b*), to prove, verify, confirm, show.  
**comprometer**, to engage; *—se*, to bind oneself, promise, become engaged.  
**comprometido**, *-a*, engaged.  
**compromiso**, *m.*, obligation, engagement, difficulty.  
**compruebe**, *see* **comprobar**.  
**comprueben**, *see* **comprobar**.  
**común**, *adj.*, common.  
**comunidad**, *f.*, corporation, guild;  
**Comunidad de Regantes**, Irrigation Guild.  
**con**, with, under.  
**conceder**, to allow, concede, give.  
**concepción**, *f.*, conception.  
**concepto**, *m.*, idea, opinion.  
**concisión**, *f.*, conciseness.  
**conciso**, *-a*, concise.  
**concha**, *f.*, shell.  
**condescendencia**, *f.*, compliance, condescension.  
**condición**, *f.*, condition, term;  
*—es de envío*, shipping-terms;  
**estar en —es de**, to be in a position to, be able to.



- conducción, f.**, cartage.  
**conducto, m.**, channel; **por — de**, through.  
**conejo, m.**, rabbit.  
**confesar (18, a)**, to confess, acknowledge.  
**confianza, f.**, confidence, hope, intimacy; **de —**, intimate; **en la — de que**, trusting that, with the assurance that.  
**confiar (24, a)**, to hope, trust; **— en que**, to trust that, be confident that.  
**confirmar**, to confirm.  
**confiscar (10, 1)**, to confiscate.  
**conforme, adj.**, in conformity.  
**conformidad, f.**, conformity; **de —**, correct, correctly; **de — con**, in accordance with.  
**cónico, -a**, conical.  
**conocer (15)**, to know; **dar a —**, to introduce.  
**conocido, -a**, well-known; **más —**, better known.  
**conocimiento, m.**, knowledge, bill of lading; **— de embarque**, bill of lading; *pl.*, knowledge.  
**conozco, see conocer.**  
**conque**, so then, well then.  
**consecuencia, f.**, result, consequence; **en —**, consequently.  
**consejo, m.**, advice; *pl.*, advice.  
**conserva, f.**, preserve.  
**conservar**, to keep.  
**consideración, f.**, consideration, esteem; **Muy Sr. mío, de toda mi —**, My most esteemed Sir.  
**considerar**, to consider.  
**consignación, f.**, consignment; **en —**, on consignment.  
**consignar**, to consign.  
**consignatario, m.**, consignee.  
**consiguiente, adj.**, consequent; **por —**, consequently, therefore.  
**consistencia, f.**, consistency, firmness, solidity.  
**constante, adj.**, constant, loyal, true.  
**constar**, to be evident, be recorded; **— de**, to be composed of, consist of.  
**construcción, f.**, construction.  
**constructor, -a**, manufacturing; **una casa constructora**, a house that manufactures; *m.*, manufacturer.  
**construido, -a**, built, constructed, manufactured.  
**construir (23)**, to build, construct, manufacture.  
**construye, see construir.**  
**construyen, see construir.**  
**construyeron, see construir.**  
**construyó, see construir.**  
**cónsul, m.**, consul.  
**consumo, m.**, consumption, demand.  
**contabilidad, f.**, book-keeping, accounting; **libros de —**, books (*of a firm*).  
**contado, -a**, counted, few, rare; **al contado**, cash, for cash; **pagar al contado**, to pay down, pay cash.  
**contagio, m.**, contagion.  
**contar (18, b)**, to count, tell, have; **— con**, to have, have at one's disposal, count on.  
**contemplar**, to contemplate, behold.  
**contendrá, see contener.**  
**contener (38)**, to contain.  
**contenga, see contener.**

- contenido**, -a, contained; *m.*, contents.
- contento**, -a, contented, happy.
- contestación**, *f.*, reply, answer.
- contestar**, to answer.
- contiene**, *see* **contener**.
- contienen**, *see* **contener**.
- continental**, *adj.*, continental.
- continuación**, *f.*, continuation; a —, following.
- continuar** (24, *c*), to continue.
- contra**, against; **en mí** —, against me.
- contrafuerte**, *m.*, counterfort, buttress.
- contrario**, -a, contrary; **en caso contrario**, otherwise; **por el contrario**, on the contrary.
- contratación**, *f.*, trade, traffic.
- contratante**, *adj.*, contracting.
- contratiempo**, *m.*, misfortune, handicap.
- contrato**, *m.*, contract.
- convencer** (11, *i*), to convince.
- convencional**, *adj.*, conventional, customary, usual.
- convendrían**, *see* **convenir**.
- convenga**, *see* **convenir**.
- convenido**, -a, agreed upon.
- conveniencia**, *f.*, convenience, advantage, requirement.
- conveniente**, *adj.*, convenient, proper, fitting, well.
- convenio**, *m.*, agreement.
- convenir** (48), to agree, suit, fit, please, be suitable, be advantageous, be appropriate.
- convenza**, *see* **convencer**.
- convengan**, *see* **convencer**.
- conviene**, *see* **convenir**.
- convino**, *see* **convenir**.
- convocar** (10, *i*), to call together, summon.
- copia**, *f.*, copy; — **al carbón**, carbon-copy.
- corazón**, *m.*, heart.
- cordial**, *adj.*, cordial, hearty, sincere.
- coronel**, *m.*, colonel.
- corral**, *m.*, poultry-yard; **aves de —**, fowl.
- corredizo**, -a, running, sliding; **tapa corrediza**, roll-top; **engranaje corredizo**, selective gear-shift.
- corredor**, *m.*, runner; — **de bolsa**, exchange broker.
- correo**, *m.*, post, mail, post-office.
- correr**, to run; — **a nuestro cargo**, to be at our expense.
- correspondencia**, *f.*, correspondence, mail.
- corresponder**, to correspond.
- correspondiente**, *adj.*, corresponding, proper.
- corriente**, *adj.*, current, ordinary, usual; **cuenta —**, current account; **precios —s**, current prices; *m.*, instant, current; **5 del —**, the 5th inst.; **hallarse al — de**, to be familiar with; **tener al —**, to keep informed.
- cortadora**, *f.*, cutter; — **de heno**, hay-cutter.
- cortapapel**, *m.*, paper-cutter.
- corte**, *m.*, cut; *f.*, court.
- cortesía**, *f.*, courtesy, politeness.
- corto**, -a, short.
- cosa**, *f.*, thing.
- costa**, *f.*, coast, shore.
- costado**, *m.*, side.
- costar** (18, *b*), to cost.

costero, -a, of the coast, coastal.  
 costillaje, *m.*, frame (*of a boat*).  
 costumbre, *f.*, custom; como de —, as usual; de —, customary, usual.  
 coto, *m.*, inclosure, territory, land.  
 crédito, *m.*, credit; dar — a, to believe.  
 creer (13), to believe, think.  
 criada, *f.*, maid.  
 criar (24, a), to create, bring forth, breed.  
 criminal, *adj.*, criminal.  
 cristal, *m.*, glass; — de la ventana, pane.  
 cristalizado, -a, crystallized, candied.  
 cristalizar (10, 4), to crystallize, candy.  
 crup, *m.*, croup.  
 cruzar (10, 4), to cross.  
 cuadrado, -a, square.  
 cuajado, -a, filled; — de, filled with.  
 cual, which; el —, that which, which, that, who.  
 cuál, which, what (*in interrogative or exclamatory phrases*).  
 cualquier, *apocopated form of cualquiera*.  
 cualquiera, any, any one, any whatsoever; — que, whatever.  
 cuando, when; de vez en —, from time to time.  
 cuándo, when (*in interrogative and exclamatory phrases*).  
 cuanto, -a, as much . . . as, all the . . . that, everything that, whatever; unos cuantos, a few; en cuanto, as soon as; cuanto antes, immediately, as soon as

possible; en cuanto a, with regard to; cuanto más . . . , tanto más . . . , the more . . . , the more . . . .  
 cuánto, -a, how much; *pl.*, how many. *Used in interrogative and exclamatory phrases*.  
 cuarentena, *f.*, quarantine.  
 cuartito, *m.*, small room.  
 cuarto, -a, fourth; *m.*, room; — de baño, bath-room.  
 cuatro, four.  
 cubierta, *f.*, deck (*of a boat*).  
 cubierto, -a, *irr. p. p. of cubrir*, covered.  
 cubrir (54), to cover, spread over, pay.  
 cuenta, *f.*, account, bill, report; a —, on account; por su —, on your account, charged to you; — corriente, current account; de — y riesgo de, for account and risk of; darse — de, to realize; tener en —, to take into account; — de comisión, commission account.  
 cuenta, *see contar*.  
 cuente, *see contar*.  
 cuento, *see contar*.  
 cuero, *m.*, leather.  
 cuerpo, *m.*, body.  
 cuesta, *f.*, slope.  
 cuesta, *see costar*.  
 cueva, *f.*, cave, grotto.  
 cuidado, *m.*, care; con —, carefully; poner el mayor —, to take the greatest care.  
 cuidar, to care for, look after.  
 cultura, *f.*, culture.  
 cumplir, to fulfil, comply, carry out, keep, behoove, fall to.



**cuñada**, *f.*, sister-in-law.  
**cuñado**, *m.*, brother-in-law.  
**cursor**, to pass; **del 8 del que**  
     **curso**, of the 8th inst.  
**curso**, *m.*, course.  
**custodia**, *f.*, custody.  
**cuyo**, *-a*, whose, of which, which.

## CH

**champaña**, *m.*, champagne.  
**chapa**, *f.*, plate.  
**charlar**, to chatter.  
**chauffeur**, *m.*, chauffeur.  
**cheque**, *m.*, check.  
**chicharo**, *f.*, pea.  
**chile**, *m.*, chilli (*a kind of pepper*).  
**chillido**, *m.*, screech.  
**chimenea**, *f.*, smoke-stack.  
**chorizo**, *m.*, pork-sausage.  
**chupar**, to suck, sip.

## D

**daño**, *m.*, damage.  
**dar** (27), to give, hit, strike; — **un**  
     **paseo**, to take a walk; — **gracias**,  
     to thank; — **se cuenta de**, to  
     realize; — **orden**, to order.  
**dato**, *m.*, fact; *pl.*, data, informa-  
     tion.  
**de**, of, from, with, in, on, than.  
*In idiomatic phrases de may*  
*correspond to almost any English*  
*preposition.*  
**debajo**, *adv.*, beneath, under-  
     neath; — **de**, under, beneath.  
**deber**, to owe, ought, must, be to.  
**debido**, *-a*, due; — **a**, due to, as  
     a result of.  
**decidir**, to decide, determine on;  
     — **se a**, to decide to.  
**decir** (44), to say, tell.

**declaración**, *f.*, declaration, state-  
     ment.  
**declarar**, to declare.  
**dedicado**, *-a*, devoted.  
**dedicar** (10, 1), to devote.  
**dediques**, *see* **dedicar**.  
**dedo**, *m.*, finger.  
**defensa**, *f.*, defense.  
**definitivamente**, definitively.  
**definitivo**, *-a*, definitive.  
**defunción**, *f.*, death, decease.  
**dejar**, to leave, cease, fail to;  
     — **de cuenta**, to charge to one's  
     account.  
**del**, contraction of **de** and **el**.  
**deleitar**, to delight.  
**delgado**, *-a*, thin.  
**delicado**, *-a*, delicate.  
**delicia**, *f.*, delight.  
**demás**, *adj.*, remaining, the rest,  
     the others; **por lo** —, otherwise;  
     **y** —, etc.  
**demasiado**, *adv.*, too, too much.  
**demasiado**, *-a*, too, too much,  
     excessive.  
**demora**, *f.*, delay.  
**demostrar** (18, b), to show, prove,  
     manifest.  
**demuestra**, *see* **demostrar**.  
**dentro**, inside, within; — **de**,  
     within, in.  
**depender**, to depend; — **de**, to  
     depend on.  
**dependiente**, *m.*, employee, clerk.  
**deplorar**, to lament, regret.  
**deporte**, *m.*, sport.  
**depositar**, to deposit.  
**depósito**, *m.*, tank, deposit.  
**derecho**, *-a*, right, right-hand;  
     *m.*, law, right; **derechos de**  
     **aduana**, custom-house duties.



- desagradablemente**, disagreeably.  
**desanimar**, to discourage.  
**desaparecer** (15), to disappear.  
**desarrollado**, -a, developed.  
**desarrollar**, to develop.  
**desarrollo**, *m.*, development.  
**desastroso**, -a, unfortunate, disastrous.  
**desavenencia**, *f.*, disagreement.  
**desayunarse**, to breakfast, eat breakfast.  
**desayuno**, *m.*, breakfast.  
**descanso**, *m.*, rest.  
**descarga**, *f.*, unloading.  
**descendiente**, *m.*, descendant, offspring.  
**descomponerse** (34), to get out of order.  
**descomponga**, *see* **descomponerse**.  
**desconsolado**, -a, grief-stricken.  
**descontar** (18, *b*), to discount.  
**descripción**, *f.*, description.  
**descubrir** (54), to discover.  
**descuento**, *m.*, discount.  
**desde**, from, since; — **que**, since; — **luego**, thereupon, immediately, at once, right away; — **hace**, for.  
**desear**, to desire, wish; **desearíamos**, we should like.  
**desembarcadero**, *m.*, landing-place.  
**desembarcar** (10, 1), to land.  
**desembarque**, *m.*, landing.  
**desembolso**, *m.*, disbursement, expenditure.  
**desempeñar**, to occupy, fill, perform, discharge.  
**desenfrenado**, -a, ungoverned.  
**deseo**, *m.*, desire, wish.  
**desesperación**, *f.*, despair.  
**desgastar**, to wear away; — **se**, to wear away.  
**desgraciado**, -a, unfortunate; *m.*, unfortunate.  
**desgranadora**, *f.*, sheller; — **de maíz**, corn-sheller.  
**desidia**, *f.*, indolence, inaction.  
**desierto**, *m.*, desert.  
**despacio**, slowly, leisurely.  
**despachar**, to send, forward, ship.  
**despacho**, *m.*, office, shipping, despatch.  
**despedir** (22, *a*), to dismiss; — **se**, to take leave.  
**despensa**, *f.*, pantry.  
**despertar** (18, *a*), to wake up; — **se**, to wake up.  
**despidieron**, *see* **despedir**.  
**desprender**, to loose, separate; — **se**, to get loose.  
**después**, after, afterwards; — **de**, after; — **que**, after.  
**destefnir** (22, *b*; 12), to discolor, fade; — **se**, to fade.  
**destinar**, to destine.  
**destino**, *m.*, destination; **con** — **a**, bound for.  
**destiño**, *see* **destefnir**.  
**destiñen**, *see* **destefnir**.  
**destornillador**, *m.*, screw-driver.  
**destruir** (23), to destroy.  
**desván**, *m.*, garret.  
**detallado**, -a, detailed.  
**detallar**, to detail.  
**detalle**, *m.*, detail.  
**detenidamente**, carefully, attentively.  
**detenido**, -a, careful.  
**deteriorar**, to damage, spoil.  
**deterioro**, *m.*, damage.  
**deuda**, *f.*, debt.

- devolución**, *f.*, restitution, return.  
**devolver** (18, *note 1*), to return.  
**di**, *see* **decir**.  
**di**, *see* **dar**.  
**día**, *m.*, day. .  
**dibujo**, *m.*, design, drawing.  
**dice**, *see* **decir**.  
**dices**, *see* **decir**.  
**diciembre**, *m.*, December.  
**diciendo**, *see* **decir**.  
**dicho**, *-a*, *irr. p. p. of decir*, said, aforementioned.  
**dieran**, *see* **dar**.  
**dieron**, *see* **dar**.  
**diez**, ten; **las** —, ten o'clock;  
— **y seis** or **dieciséis**, sixteen.  
**diferencia**, *f.*, difference.  
**diferir** (21, *a*), to differ, be different.  
**difícil**, *adj.*, difficult.  
**dificultad**, *f.*, difficulty.  
**difera**, *see* **diferir**.  
**difteria**, *f.*, diphtheria.  
**diftérico**, *-a*, diphtheritic.  
**diga**, *see* **decir**.  
**digo**, *see* **decir**.  
**dije**, *see* **decir**.  
**dijeron**, *see* **decir**.  
**dijo**, *see* **decir**.  
**dilación**, *f.*, delay.  
**diligencia**, *f.*, diligence, stage-coach; **hacer las necesarias**  
—**s**, to take the necessary steps.  
**dime** = **di** + **me**.  
**dimos**, *see* **dar**.  
**Dinamarca**, *f.*, Denmark.  
**Dios**, *m.*, God.  
**dirección**, *f.*, address.  
**directamente**, directly.  
**directo**, *-a*, direct.  
**diría**, *see* **decir**.  
**diríase** = **diría** + **se**.  
**dirigir** (11, 2), to address; —**se a**,  
to address oneself to, address,  
go to.  
**disco**, *m.*, disk, record (*of a victrola*).  
**discordia**, *f.*, disagreement.  
**diseñado**, *-a*, designed, drawn,  
sketched.  
**diseñar**, to design, draw, sketch.  
**diseño**, *m.*, design, sketch.  
**disfrutar**, to enjoy; —**de**, to enjoy.  
**disolución**, *f.*, dissolution.  
**disolver** (18, *note 1*), to dissolve.  
**dispensar**, to grant, give, bestow.  
**disponer** (34), to dispose, arrange.  
**disponga**, *see* **disponer**.  
**dispongan**, *see* **disponer**.  
**dispongo**, *see* **disponer**.  
**disposición**, *f.*, disposal.  
**dispuesto**, *-a*, *irr. p. p. of dis-*  
**poner**, disposed, arranged, ready.  
**distancia**, *f.*, distance.  
**distar**, to be far from.  
**distinguido**, *-a*, distinguished.  
**distinguir** (11, 3), to distinguish;  
—**se por**, to be notable for.  
**distinto**, *-a*, different.  
**distribuido**, *-a*, divided; **bien** —,  
well arranged.  
**distribuir** (23), to distribute,  
divide.  
**distrito**, *m.*, district; **Distrito**  
**Federal**, Federal District.  
**disuelto**, *-a*, *irr. p. p. of disolver*,  
dissolved.  
**diverso**, *-a*, diverse, various.  
**divertir** (21, *a*), to amuse; —**se**,  
to amuse oneself.  
**diviertes**, *see* **divertir**.  
**divinamente**, admirably, splen-  
didly.  
**doblar**, to bend.

doble, *adj.*, double.  
 doce, twelve.  
 docena, *f.*, dozen.  
 documentación, *f.*, record.  
 documento, *m.*, document.  
 doler (18, *d*), to pain.  
 Domingo, *m.*, Dominic.  
 domingo, *m.*, Sunday.  
 Don, *m.*, Mr. (*often best omitted in translation*).  
 donde, where.  
 dónde, where (*in interrogative and exclamatory phrases*).  
 donoso, *-a*, graceful.  
 Doña, *f.*, Mrs. or Miss (*often best omitted in translation*).  
 dorado, *-a*, gilded, golden.  
 dormir (21, *b*), to sleep.  
 dormitorio, *m.*, bedroom.  
 dorso, *m.*, back.  
 dos, two; los —, both; las —, two o'clock.  
 doscientos, *-as*, two hundred.  
 dramático, *m.*, dramatic writer.  
 duda, *f.*, doubt.  
 dudar, to doubt.  
 dudoso, *-a*, doubtful, questionable.  
 duermo, *see* dormir.  
 dueño, *m.*, owner.  
 dulce, *m.*, sweetmeat, preserve.  
 duplicado, *m.*, duplicate; por —, in duplicate.  
 duración, *f.*, duration.  
 durante, during.  
 duro, *-a*, hard.

## E

e (*used instead of y before a word beginning with i or hi*), and.  
 económico, *-a*, economical, economic.

edición, *f.*, edition.  
 Eduardo, *m.*, Edward.  
 efectivo, *-a*, effective; hacer efectivo, to cash; hacer efectivo el saldo, to settle the balance.  
 efecto, *m.*, effect; en —, in fact, as a matter of fact; *pl.*, goods; —s de escritorio, desk furnishings.  
 efectuar (24, *c*), to make.  
 eficaces, *pl. of eficaz*.  
 eficaz, *adj.*, effective.  
 ejemplar, *m.*, copy.  
 ejemplo, *m.*, example; por —, for example.  
 ejercicio, *m.*, exercise.  
 el, the; — de, that of; — que or cual, that which, who, which.  
 él, he, him, it.  
 elaborar, to manufacture.  
 elasticidad, *f.*, elasticity.  
 elástico, *-a*, elastic.  
 elección, *f.*, choice; a — de V., as you prefer.  
 elegancia, *f.*, elegance, beauty of style.  
 elegante, *adj.*, elegant, dainty, superb.  
 Elena, *f.*, Ellen.  
 elevado, *-a*, high, important.  
 ella, she, her, it.  
 ellas, they, them.  
 ellos, they, them.  
 embalar, to pack.  
 embarcación, *f.*, boat, vessel, ship, craft.  
 embarcar (10, 1), to embark, ship; —se, to embark.  
 embargo, *m.*, hindrance; sin —, however, nevertheless.  
 embarque, *m.*, shipment; conocimiento de —, bill of lading.



- embellecimiento**, *m.*, adornment.  
**embrague**, *m.*, clutch.  
**embutido**, *m.*, sausage.  
**emigrado**, *m.*, emigrant.  
**Emilio**, *m.*, Æmilius.  
**empapar**, to soak.  
**empezar** (18, *a*; 10, 4), to begin.  
**empieza**, *see* **empezar**.  
**empiezan**, *see* **empezar**.  
**empleado**, *-a*, employed, used;  
*m.*, employee.  
**emplear**, to employ, use, utilize.  
**empleo**, *m.*, employment, position,  
 job.  
**emprender**, to undertake.  
**en**, in, on, to, at, into.  
**encabezamiento**, *m.*, heading.  
**encaje**, *m.*, lace.  
**encantar**, to charm.  
**encanto**, *m.*, charm.  
**encarecidamente**, earnestly, ur-  
 gently.  
**encargado**, *-a*, charged; **el encar-**  
**gado de**, the one charged with.  
**encargar** (10, 2), to recommend,  
 charge; — **se de**, to take charge  
 of, attend to.  
**encargo**, *m.*, charge, commission,  
 task.  
**encarnizado**, *-a*, inflamed, bloody,  
 strenuous.  
**encerrar** (18, *a*), to lock up, con-  
 fine.  
**encierra**, *see* **encerrar**.  
**encierran**, *see* **encerrar**.  
**encontrar** (18, *b*), to meet, find;  
 — **se**, to be.  
**encuentro**, *see* **encontrar**.  
**endurecido**, *-a*, hardened.  
**energía**, *f.*, energy.  
**enero**, *m.*, January.  
**enfermedad**, *f.*, illness; — **del**  
**hígado**, liver-complaint.  
**enfermito**, *m.*, little patient.  
**enfermo**, *m.*, patient.  
**engranaje**, *m.*, gear; — **corredizo**,  
 selective gear-shift.  
**enlace**, *m.*, wedding.  
**Enrique**, *m.*, Henry.  
**Enriqueta**, *f.*, Henrietta.  
**ensayo**, *m.*, trial.  
**enseñanza**, *f.*, teaching.  
**enseñar**, to show.  
**enseres**, *m. pl.*, implements.  
**ensuciar** (24, *b*), to stain, soil, mar.  
**entender** (18, *c*), to understand;  
**los precios se entienden**, the  
 prices are understood to be.  
**entendido**, *-a*, expert.  
**enterado**, *-a*, informed; — **de**  
**que**, informed that.  
**enterar**, to inform.  
**entero**, *-a*, entire.  
**entidad**, *f.*, entity.  
**entiende**, *see* **entender**.  
**entienden**, *see* **entender**.  
**entierro**, *m.*, burial, interment.  
**entintar**, to ink.  
**entonado**, *-a*, haughty.  
**entonar**, to tune.  
**entrada**, *f.*, entrance.  
**entrar**, to enter; — **en**, to enter,  
 enter into.  
**entre**, between, among; — **tanto**,  
 meanwhile.  
**entrega**, *f.*, delivery.  
**entregar** (10, 2), to deliver; **para**  
 — **a**, to be delivered to.  
**entretanto**, meanwhile.  
**entretener** (38), to entertain.  
**entretenido**, *-a*, entertaining.  
**entusiasmo**, *m.*, enthusiasm.



- envase**, *m.*, packing.  
**enviar** (24, *a*), to send.  
**envío**, *m.*, remittance, shipment, sending; **condiciones de** —, shipping-terms.  
**enlugar**, to become a widower or widow.  
**epidemia**, *f.*, epidemic.  
**época**, *f.*, epoch, time.  
**equipaje**, *m.*, baggage; *pl.*, baggage.  
**equipar**, to fit out, furnish, equip.  
**equipo**, *m.*, equipment.  
**era**, *see* **ser**.  
**eres**, *see* **ser**.  
**Ernesto**, *m.*, Ernest.  
**error**, *m.*, error, mistake.  
**es**, *see* **ser**.  
**esa**, that, your.  
**ésa**, that, yours, your city.  
**esas**, those, your.  
**ésas**, those, yours.  
**escabeche**, *m.*, sousé (*salt pickle*); **en** —, pickled.  
**escala**, *f.*, stopping-place; **con** — **en**, stopping at.  
**escape**, *m.*, escape; **válvula de** —, exhaust-valve.  
**escarlatina**, *f.*, scarlet fever.  
**escaso**, *-a*, small, limited.  
**Escocia**, *f.*, Scotland; **bacalao de** —, codfish.  
**escoplo**, *m.*, chisel.  
**escribir** (54), to write; **máquina de** —, typewriter.  
**escrito**, *-a*, *irr. p. p. of* **escribir**, written; *m.*, writing, letter.  
**escritor**, *m.*, writer.  
**escritora**, *f.*, writer.  
**escritorio**, *m.*, writing-desk; **efectos de** —, desk furnishings.  
**escritura**, *f.*, writing, deed.  
**escuela**, *f.*, school; — **superior**, high school.  
**ese**, that, your.  
**ése**, that, yours.  
**esfera**, *f.*, sphere.  
**esfuerzo**, *m.*, effort.  
**esmeralda**, *f.*, emerald.  
**esmero**, *m.*, care.  
**eso**, *neut. pron.*, that, yours; **por** —, for that reason, therefore.  
**esos**, those, your.  
**ésos**, those, yours.  
**espacio**, *m.*, space, spacing; **por** — **de**, during.  
**espacioso**, *-a*, roomy, spacious, broad.  
**España**, *f.*, Spain.  
**español**, *-a*, Spanish; *m.*, Spaniard, Spanish.  
**especia**, *f.*, spice.  
**especial**, *adj.*, especial, special; **en** —, especially.  
**especialmente**, especially.  
**especie**, *f.*, class, variety, kind.  
**especulación**, *f.*, speculation.  
**espera**, *f.*, expectation; **en** — **de**, awaiting, in the hope of; **en** — **de** **que**, hoping that.  
**esperanza**, *f.*, hope.  
**esperar**, to hope, expect, wait for, await.  
**espesor**, *m.*, thickness.  
**espiar** (24, *a*), to spy, watch.  
**espiga**, *f.*, pin, stem.  
**espina**, *f.*, fish-bone; **sin** —, boneless.  
**espionaje**, *m.*, spying.  
**espíritu**, *m.*, spirit, soul.  
**espléndido**, *-a*, splendid.  
**esposa**, *f.*, wife.

- esquela**, *f.*, notice.  
**esta**, *adj.*, this, the latter.  
**ésta**, *pron.*, this, the latter, this city.  
**está**, *see* **estar**.  
**establecer** (15), to establish.  
**establecido**, *-a*, established.  
**estado**, *m.*, state, condition, statement; **Estados Unidos**, United States.  
**estadounidense**, *adj.*, of or from the United States.  
**estampado**, *-a*, printed, stamped, signed.  
**estampar**, to print, stamp, sign.  
**estampilla**, *f.*, postage-stamp.  
**están**, *see* **estar**.  
**estancia**, *f.*, farm, estate, plantation.  
**estante**, *m.*, shelf.  
**estantería**, *f.*, shelving.  
**estar** (28), to be; *-se*, to remain, stay.  
**estas**, *adj.*, these, the latter.  
**éestas**, *pron.*, these, the latter.  
**este**, *m.*, east.  
**este**, *adj.*, this, the latter.  
**éste**, *pron.*, this, the latter.  
**esté**, *see* **estar**.  
**estenografía**, *f.*, stenography.  
**estético**, *-a*, æsthetic.  
**estimado**, *-a*, esteemed, dear.  
**estimar**, to esteem.  
**esto**, *neut. pron.*, this, the latter thing.  
**estofado**, *-a*, stewed.  
**estos**, *adj.*, these, the latter.  
**éstos**, *pron.*, these, the latter.  
**estoy**, *see* **estar**.  
**estrépito**, *m.*, deafening noise, racket.  
**estribor**, *m.*, starboard.  
**estrictamente**, strictly.  
**estricto**, *-a*, strict.  
**estudiante**, *m.*, scholar, student.  
**estudiar** (24, *b*), to study.  
**estudio**, *m.*, study.  
**estupendo**, *-a*, wonderful, marvellous.  
**etcétera**, et cetera, and so forth.  
**Eugenio**, *m.*, Eugene.  
**Europa**, *f.*, Europe.  
**europeo**, *-a*, European.  
**Eusebio**, *m.*, Eusebius.  
**evasivo**, *-a*, evasive.  
**evitar**, to avoid, prevent.  
**exactamente**, exactly.  
**exactitud**, *f.*, exactness, accuracy.  
**examen**, *m.*, inspection, examination.  
**examinar**, to examine.  
**excelente**, *adj.*, excellent.  
**excelso**, *-a*, sublime.  
**excepción**, *f.*, exception.  
**exceptuar** (24, *c*), to except.  
**excluir** (23), to exclude.  
**exclusiva**, *f.*, sole right.  
**exclusivo**, *-a*, exclusive.  
**excluyendo**, *see* **excluir**.  
**excursión**, *f.*, excursion, trip, tour; **automóvil de —**, touring-car.  
**exigible**, *adj.*, exigible.  
**exigir** (11, 2), to exact, require, demand.  
**existencia**, *f.*, existence, stock; *pl.*, stock.  
**expedidor**, *m.*, shipper.  
**expedir** (22, *a*), to send, ship.  
**expensas**, *f. pl.*, expenses.  
**experiencia**, *f.*, experience.  
**explicar** (10, 1), to explain.  
**explosión**, *f.*, explosion.

**exponer** (34), to expose.  
**exportación**, *f.*, exportation, export.  
**exportador**, *-a*, exporting; *m.*, exporter.  
**exposición**, *f.*, exposition.  
**expresado**, *-a*, expressed, aforementioned.  
**expresamente**, expressly.  
**expresar**, to express, state.  
**expresión**, *f.*, expression.  
**expresivo**, *-a*, expressive, affectionate.  
**expreso**, *m.*, express, express-train.  
**expuesto**, *-a*, *irr. p. p. of exponer*, exposed.  
**exquisito**, *-a*, exquisite.  
**extender** (18, *c*), to extend, enlarge, draw up, make out.  
**extensión**, *f.*, extent; **mayor** —, a greater extent of territory.  
**extinto**, *-a*, extinct.  
**extrajudicialmente**, extrajudicially.  
**extranjero**, *m.*, foreigner.  
**extrañar**, to surprise, be surprised, wonder at; —*se*, to be surprised.  
**extraño**, *-a*, strange.  
**extraordinario**, *-a*, extraordinary.  
**extraviar** (24, *a*), to mislead, misplace; —*se*, to be lost.  
**extravío**, *m.*, loss.  
**extremo**, *-a*, extreme; **en extremo**, extremely.

## F

**fábrica**, *f.*, factory.  
**fabricar** (10, 1), to manufacture.  
**fácil**, *adj.*, easy.  
**facilidad**, *f.*, ease; **con la mayor** —, very easily.  
**facilitar**, to facilitate, supply, furnish.

**fácilmente**, easily.  
**factura**, *f.*, invoice, bill.  
**falta**, *f.*, fault, mistake; **por** — **de**, for want of; **hacer** —, to be lacking, be needed.  
**faltar**, to be lacking.  
**fama**, *f.*, fame, reputation; — **de hermosa**, reputation for beauty.  
**familia**, *f.*, family.  
**famoso**, *-a*, famous.  
**farol**, *m.*, light, street-lamp.  
**favor**, *m.*, favor; **a mí** —, in my favor.  
**favorecer** (15), to favor, help.  
**favorecido**, *-a*, favored.  
**febrero**, *m.*, February.  
**febril**, *adj.*, feverish.  
**fecha**, *f.*, date.  
**fechador**, *m.*, dating-machine.  
**federal**, *adj.*, federal; **Distrito Federal**, Federal District.  
**Federico**, *m.*, Frederick.  
**felices**, *pl. of feliz*.  
**felícísimo**, *-a*, very or most happy.  
**feliz**, *adj.*, happy, prosperous.  
**Fernando**, *m.*, Ferdinand.  
**férreo**, *-a*, iron; **vía férrea**, railroad.  
**ferretería**, *f.*, hardware.  
**ferrocarril**, *m.*, railway, railroad.  
**ferroviario**, *-a*, railway, railroad.  
**fideos**, *m. pl.*, vermicelli, spaghetti.  
**figurar**, to appear; —*se*, to imagine.  
**fijar**, to fix, establish; —*se en*, to notice.  
**fijo**, *-a*, stationary.  
**Filipinas**, *f. pl.*, the Philippines.  
**filosofía**, *f.*, philosophy.  
**fin**, *m.*, end, object; **en** —, finally, in fine, in short; **a** — **de**, in order to; **a** — **de que**, in order that;



con el — de que, in order that;  
 a — es de, toward the end of.  
**final**, *adj.*, final; **punto** —, period.  
**finísimo**, -a, very fine, finest.  
**fino**, -a, fine, excellent.  
**firma**, *f.*, signature.  
**firmar**, to sign.  
**firmeza**, *f.*, firmness, compactness.  
**fiscal**, *adj.*, fiscal.  
**figoneo**, *m.*, prying, examination.  
**física**, *f.*, physics.  
**fisiología**, *f.*, physiology.  
**flete**, *m.*, freight.  
**flojo**, -a, slack, weak, slight.  
**flor**, *f.*, flower.  
**Flores**, *f.*, Florence.  
**flotar**, to float.  
**folleto**, *m.*, pamphlet.  
**fonda**, *f.*, hotel, restaurant.  
**fondo**, *m.*, bottom, fund; **a** —, thoroughly.  
**forma**, *f.*, form, manner.  
**formar**, to form, make up, make.  
**formón**, *m.*, firmer-chisel.  
**fórmula**, *f.*, formula.  
**fortuito**, -a, accidental.  
**fortuna**, *f.*, fortune; **por** — luckily.  
**forzosamente**, necessarily.  
**fotográfico**, -a, photographic; **máquina fotográfica**, camera.  
**frágil**, *adj.*, fragile, breakable.  
**francamente**, frankly.  
**francés**, -a, French; *m.*, Frenchman, French.  
**Francia**, *f.*, France.  
**Francisco**, *m.*, Francis.  
**franco**, -a, free; — **a bordo**, free on board, *f. o. b.*; — **de porte**, prepaid.  
**franqueo**, *m.*, postage.

**franqueza**, *f.*, frankness.  
**frase**, *f.*, phrase, sentence.  
**frecuencia**, *f.*, frequency; **con tanta** —, so often.  
**frecuente**, *adj.*, frequent.  
**freno**, *m.*, brake.  
**frente**, *m.*, front; **tenemos al** —, we have before us; *f.*, face.  
**fresno**, *m.*, ash-tree, ash (*wood*).  
**frío**, *m.*, cold.  
**fritada**, *f.*, fry (*dish of anything fried*).  
**fruta**, *f.*, fruit.  
**frutero**, *m.*, fruit-dish.  
**fué**, *see ser or ir*.  
**fuera**, outside; — **de**, besides, aside from, out of.  
**fuera**, *see ser or ir*.  
**fueron**, *see ser or ir*.  
**fuerte**, *adj.*, strong.  
**fuerza**, *f.*, force; **caballo or caballos de** —, horse-power.  
**fuese**, *see ser or ir*.  
**fuet**, *m.*, kind of sausage.  
**fulano**, *m.*, such a one, so-and-so; **Sr. Fulano de Tal**, Mr. So-and-so, John Doe.  
**fumigar** (10, 2), to fumigate.  
**funcionar**, to work, operate.  
**fundación**, *f.*, foundation, establishing.  
**fundar**, to establish; — **se en que**, to justify oneself by the fact that.  
**furgón**, *m.*, baggage-car, freight car.

## G

**galón**, *m.*, gallon.  
**galvanizado**, -a, galvanized.  
**gallego**, -a, Galician.  
**gallinero**, *m.*, hen-coop, chicken-house.



- gana**, *f.*, appetite, inclination, desire; **tener** — *s de*, to have a desire to.  
**ganado**, *m.*, cattle.  
**ganancia**, *f.*, gain, profit.  
**garantir**, to guarantee.  
**garantizado**, —*a*, guaranteed.  
**garantizar** (10, 4), to guarantee.  
**garbanzo**, *m.*, chick-pea.  
**gardenia**, *f.*, gardenia.  
**garganta**, *f.*, throat.  
**gas**, *m.*, gas.  
**gasolina**, *f.*, gasoline.  
**gasto**, *m.*, expense.  
**gaviota**, *f.*, sea-gull.  
**gemelos**, *m. pl.*, binocular, opera-glass.  
**generador**, *m.*, generator.  
**general**, *adj.*, general; **en** —, in general.  
**generalmente**, generally.  
**género**, *m.*, sort, cloth, material, goods; *pl.*, goods.  
**gente**, *f.*, people; **la** — *moza*, the young people.  
**gentío**, *m.*, crowd.  
**gerente**, *m.*, manager.  
**Gertrudis**, *f.*, Gertrude.  
**girado**, *m.*, drawee.  
**girar**, to draw, operate, remit; — *a cargo de*, to draw on.  
**giratorio**, —*a*, revolving.  
**giro**, *m.*, turn (*of a sentence*), draft; — *postal*, money-order; **un** — *de*, a draft for.  
**globo**, *m.*, globe.  
**gobierno**, *m.*, guidance, information.  
**goce**, *m.*, enjoyment.  
**golfo**, *m.*, gulf.  
**golpe**, *m.*, stroke, blow, noise.  
**goma**, *f.*, gum, rubber.  
**gota**, *f.*, gout.  
**gozar** (10, 4), to enjoy; — *de*, to enjoy.  
**gracias**, *f. pl.*, thanks; **dar las** —, to thank; **les damos las** —, we thank you; **las** — *anticipadas*, thanks in advance.  
**grado**, *m.*, degree.  
**graduar** (24, *c*), to measure, graduate; **desde que te has graduado**, since your graduation.  
**gráfico**, —*a*, graphic, clear.  
**gran**, *apocopated form of grande*.  
**grande**, *adj.*, great, large, big.  
**granizo**, *m.*, hail.  
**grano**, *m.*, grain.  
**grato**, —*a*, pleasing, pleasant, appreciated; **me es grato**, I am pleased; **su grata**, your favor.  
**grave**, *adj.*, grave, serious.  
**Grecia**, *f.*, Greece.  
**gruesa**, *f.*, gross.  
**guanábana**, *f.*, custard-apple.  
**guardar**, to keep.  
**guayaba**, *f.*, guava (*fruit of the guava-tree*); **jalea de** —, guava-jelly; **pasta de** —, guava-paste; **casquitos de** —, guava-preserve.  
**guerra**, *f.*, war.  
**guía**, *m.*, guide.  
**guisante**, *m.*, pea.  
**gustar**, to please; **me gusta** or **me gustan**, I like.  
**gusto**, *m.*, taste, pleasure; **tener el** — *de*, to take pleasure in, be pleased to.

## H

- ha**, *see haber*.  
**haba**, *f.*, Windsor bean.  
**Habana**, *f.*, Havana.

**haber** (31), to have; — **de**, to have to, be to, cannot but; — **que**, to be necessary to, have to; **hay**, **haya**, **había**, **hubo**, *etc.*, there is, there are, there was, *etc.*

**haber**, *m.*, credit, credit-side (*of an account*).

**habichuela**, *f.*, kidney-bean; — **s verdes**, string-beans.

**habido**, —**a**, had, which has been had.

**habitación**, *f.*, room.

**habla**, *f.*, speech; **de** — **española**, Spanish-speaking; **de** — **inglesa**, English-speaking.

**hablar**, to speak, talk.

**habrá**, *see* **haber**.

**hacer** (32), to make, cause, do, manufacture; — **se**, to become; — **preguntas**, to ask questions; — **falta**, to lack; — **se cargo de**, to take charge of, realize; — **efectivo**, to cash; — **diligencias**, to take steps; — **calor**, to be warm. *Hace often corresponds to the English word ago.*

**hacienda**, *f.*, farm, estate, plantation.

**hada**, *f.*, fairy.

**haga**, *see* **hacer**.

**hagan**, *see* **hacer**.

**hago**, *see* **hacer**.

**hallar**, to find; — **se**, to be.

**hamaca**, *f.*, hammock.

**han**, *see* **haber**.

**hará**, *see* **hacer**.

**harán**, *see* **hacer**.

**haremos**, *see* **hacer**.

**haría**, *see* **hacer**.

**harina**, *f.*, flour.

**has**, *see* **haber**.

**hasta**, until, up to, as far as, even; — **que**, until.

**hay**, *see* **haber**.

**haya**, *see* **haber**.

**hayan**, *see* **haber**.

**he**, *see* **haber**.

**hecho**, —**a**, *irr. p. p. of* **hacer**, done, made; **hecha efectiva**, cashed.

**hélice**, *f.*, propeller.

**hemos**, *see* **haber**.

**heno**, *m.*, hay.

**hermanito**, *m.*, little brother, dear brother.

**hermano**, *m.*, brother.

**hermoso**, —**a**, beautiful; **fama de hermosa**, reputation for beauty.

**herradura**, *f.*, horse-shoe.

**herramienta**, *f.*, tool, implement.

**hice**, *see* **hacer**.

**hiciera**, *see* **hacer**.

**hiciese**, *see* **hacer**.

**hierro**, *m.*, iron.

**hígado**, *m.*, liver; **enfermedad del —**, liver-complaint.

**higiene**, *f.*, hygiene.

**higo**, *m.*, fig.

**hijo**, *m.*, son, child; — **político**, son-in-law.

**hilera**, *f.*, row.

**hipódromo**, *m.*, race-track.

**hispano**, —**a**, Spanish.

**historia**, *f.*, history.

**hizo**, *see* **hacer**.

**hoja**, *f.*, sheet; — **de lata**, tin, tin-plate.

**hojear**, to scan, turn the leaves of a book.

**holgazán**, —**a**, idle, lazy.

**hombre**, *m.*, man; — **de negocios**, business man.

**hondo**, -a, deep.  
**honor**, *m.*, honor.  
**honrado**, -a, honored.  
**honrar**, to honor.  
**hora**, *f.*, hour, time; **a la — de comer**, at dinner-time.  
**horizonte**, *m.*, horizon.  
**horror**, *m.*, horror; **! — ! horrors!**  
**hotel**, *m.*, hotel.  
**hoy**, to-day; — **dfa**, nowadays.  
**hubiera**, *see haber*.  
**hubiese**, *see haber*.  
**huerta**, *f.*, garden.  
**huésped**, *m.*, guest; **casa de —es**, boarding-house.  
**hule**, *m.*, oil-cloth, India-rubber.  
**humedad**, *f.*, moisture, dampness.  
**Hungría**, *f.*, Hungary.

## I

**iba**, *see ir*.  
**ideal**, *adj.*, ideal.  
**ídem**, *idem*, ditto.  
**idioma**, *m.*, language.  
**ido**, *see ir*.  
**iglesia**, *f.*, church.  
**ignorancia**, *f.*, ignorance.  
**ignorar**, not to know, be ignorant of.  
**igual**, *adj.*, equal, alike; — **a**, like.  
**igualar**, to equalize, equal, match.  
**ilimitado**, -a, unlimited.  
**iluminado**, -a, illuminated.  
**iluminar**, to illuminate.  
**ilusión**, *f.*, illusion.  
**ilustrado**, -a, illustrated.  
**ilustrar**, to illustrate, picture, enlighten, explain; — **con**, to furnish with.  
**imaginación**, *f.*, imagination.  
**imaginar**, to fancy, imagine; — **se**, to imagine.

**imitación**, *f.*, imitation.  
**impaciente**, *adj.*, impatient.  
**impedir** (22, a), to prevent.  
**imperfección**, *f.*, imperfection.  
**impermeable**, *adj.*, water-proof, water-tight.  
**implicar** (10, 1), to imply, involve.  
**implique**, *see implicar*.  
**imponente**, *adj.*, imposing.  
**imponer** (34), to impose.  
**imponga**, *see imponer*.  
**importación**, *f.*, importation, import.  
**importador**, *m.*, importer.  
**importancia**, *f.*, importance.  
**importante**, *adj.*, important.  
**importar**, to import, be important, matter.  
**importe**, *m.*, amount.  
**imposibilidad**, *f.*, impossibility.  
**imposible**, *adj.*, impossible.  
**impresión**, *f.*, impression.  
**impreso**, -a, *irr. p. p. of imprimir*, printed; *m.*, pamphlet, printed matter.  
**imprimir** (54), to print.  
**improbable**, *adj.*, improbable, unlikely.  
**impusiese**, *see imponer*.  
**inadvertido**, -a, unnoticed.  
**inapreciable**, *adj.*, invaluable.  
**incandescencia**, *f.*, incandescence; **alumbrado de —**, incandescent lighting.  
**incendio**, *m.*, fire.  
**incidencia**, *f.*, accident.  
**inclinarse**, to incline; — **se a**, to be inclined to.  
**incluido**, -a, enclosed.  
**incluir** (23), to enclose.



**inclusive**, *adv.*, inclusively, inclusive.

**inclusivo**, *adv.*, inclusively, inclusive.

**inclusivo**, *-a*, inclusive.

**incluso**, *adv.*, inclusively, inclusive.

**incluso**, *-a*, enclosed, including.

**incluyendo**, *see* **incluir**.

**incluyó**, *see* **incluir**.

**incomparable**, *adj.*, incomparable, matchless.

**inculcar** (10, 1), to inculcate, impress.

**indagar** (10, 2), to investigate.

**indagué**, *see* **indagar**.

**indemnización**, *f.*, indemnification.

**indemnizar** (10, 4), to indemnify.

**independencia**, *f.*, independence.

**indicación**, *f.*, suggestion; **por — de**, at the suggestion of.

**indicado**, *-a*, indicated, aforesaid.

**indicar** (10, 1), to indicate, suggest, mention.

**indigestión**, *f.*, indigestion.

**indio**, *-a*, Indian; *m.*, Indian.

**indispensable**, *adj.*, indispensable.

**individualmente**, individually.

**individuo**, *m.*, individual, person.

**inducir** (page 156, note 2), to induce.

**industria**, *f.*, industry.

**industrial**, *adj.*, industrial; *m.*, manufacturer, tradesman.

**industrioso**, *-a*, industrious.

**infantil**, *adj.*, infantile.

**inferior**, *adj.*, inferior.

**infinito**, *adv.*, immensely, very much.

**infinito**, *-a*, infinite.

**inflamable**, *adj.*, inflammable, combustible, combusive.

**informar**, to inform, advise, tell.

**informe**, *m.*, information, reference; *pl.*, information, references.

**infructuoso**, *-a*, unsuccessful.

**infundir**, to infuse.

**ingeniería**, *f.*, engineering.

**ingeniero**, *m.*, engineer; — **de minas**, mining engineer.

**inglés**, *-a*, English; *m.*, Englishman, English.

**inmediatamente**, immediately.

**inmediato**, *-a*, near.

**inmenso**, *-a*, immense.

**inolvidable**, *adj.*, unforgettable.

**insensible**, *adj.*, insensible.

**insertar**, to insert.

**insigne**, *adj.*, notable.

**insignificante**, *adj.*, insignificant, very slight.

**inspección**, *f.*, inspection.

**instalación**, *f.*, exhibit, plant; — **de ingeniería**, engineering plant.

**instalado**, *-a*, installed.

**instalar**, to set up, install.

**instante**, *m.*, instant.

**instrucción**, *f.*, instruction.

**instrumental**, *adj.*, instrumental.

**instrumento**, *m.*, instrument, appliance.

**insuficiencia**, *f.*, insufficiency.

**íntegro**, *-a*, complete.

**intemperie**, *f.*, rough weather.

**intención**, *f.*, intention.

**intenso**, *-a*, intense.

**interés**, *m.*, interest; **tener — en**, to be interested in.

**interesado**, *-a*, interested; *m.*, interested party.

**interesante**, *adj.*, interesting.



**interesar**, to interest; —**se**, to be interested.  
**interior**, *adj.*, interior; *m.*, interior.  
**internacional**, *adj.*, international.  
**interrupción**, *f.*, interruption.  
**introducir** (*page 156, note 2*), to introduce.  
**invariable**, *adj.*, invariable, constant.  
**invernadero**, *m.*, hot-house, conservatory.  
**investigación**, *f.*, investigation.  
**invierno**, *m.*, winter.  
**invitación**, *f.*, invitation.  
**inyección**, *f.*, injection.  
**ir** (45), to go; — **a**, to be going to; —**se**, to go, go away.  
**irresistible**, *adj.*, irresistible.  
**isla**, *f.*, island; — **Dorada**, — **de Oro**, names by which the island of Majorca is designated.  
**Italia**, *f.*, Italy.  
**italiano**, —**a**, Italian; *m.*, Italian.  
**izquierdo**, —**a**, left, left-hand.

## J

**jacinto**, *m.*, hyacinth.  
**jalea**, *f.*, jelly; — **de guayaba**, guava-jelly.  
**jamás**, never, ever.  
**jamón**, *m.*, ham.  
**jardín**, *m.*, garden, flower-garden.  
**jauría**, *f.*, pack of hounds.  
**jazmín**, *m.*, jasmine.  
**jefe**, *m.*, chief, head, manager.  
**jeroglífico**, *m.*, hieroglyph.  
**jijona**, *adj.* (*sing. and pl.*), of or from Jijona.  
**Joaquín**, *m.*, Joachim.

**José**, *m.*, Joseph.  
**Juan**, *m.*, John.  
**judía**, *f.*, kidney-bean.  
**juegan**, *see jugar*.  
**juegas**, *see jugar*.  
**jueves**, *m.*, Thursday.  
**jugar** (18, *note 2*), to play.  
**Julían**, *m.*, Julian.  
**Julio**, *m.*, Julius.  
**julio**, *m.*, July.  
**junio**, *m.*, June.  
**junta**, *f.*, meeting, board.  
**juntar**, to join, gather.  
**junto**, —**a**, together; — **con**, together with.  
**jurídico**, —**a**, legal.  
**justificar** (10, 1), to justify.  
**justifique**, *see justificar*.  
**juventud**, *f.*, youth.

## K

**kilo**, *m.*, kilogram.  
**kilómetro**, *m.*, kilometer (*about five-eighths of a mile*).

## L

**la**, *art.*, the; — **de**, that of; — **que** or **cual**, that which, who, which; *pron.*, her, it, you, to her, to it, to you.  
**labor**, *f.*, labor, task, work; *pl.*, work.  
**labrado**, —**a**, carved, hewn.  
**labranza**, *f.*, tillage; **aperos de** —, farming implements.  
**lado**, *m.*, side.  
**lanzar** (10, 4), to dart, launch; —**se a**, to go into.  
**lápices**, *pl. of lápiz*.  
**lápiz**, *m.*, lead-pencil.

- largo**, -a, long; **largo y tendido**, at length; **a lo largo de**, along; *m.*, length.  
**las**, *art.*, the; — **de**, those of; — **que or cuales**, those which, who, which; *pron.*, them, you.  
**lata**, *f.*, tin, can; **en —s**, canned; **hoja de —**, tin, tin-plate.  
**latín**, *m.*, Latin.  
**latón**, *m.*, brass.  
**le**, him, you, to him, to you.  
**Leandro**, *m.*, Leander.  
**lebel**, *m.*, greyhound.  
**lector**, *m.*, reader.  
**leer** (13), to read.  
**legítimo**, -a, genuine.  
**legumbre**, *f.*, vegetable.  
**lejanía**, *f.*, distance.  
**lengua**, *f.*, tongue, language.  
**lenteja**, *f.*, lentil.  
**leña**, *f.*, fire-wood.  
**León**, *m.*, Leo.  
**les**, them, you, to them, to you.  
**letra**, *f.*, letter (*of the alphabet*), draft, bill of exchange, handwriting; — **a la vista**, sight draft.  
**levantar**, to raise; —**se**, to rise.  
**ley**, *f.*, law.  
**libertad**, *f.*, liberty.  
**liberty**, *f.*, liberty silk.  
**libra**, *f.*, pound.  
**libre**, *adj.*, free; **al aire —**, in the open air.  
**librería**, *f.*, book-case.  
**libro**, *m.*, book.  
**licenciado**, *m.*, university graduate.  
**licor**, *m.*, liquor, cordial.  
**liebre**, *f.*, hare.  
**ligazón**, *f.*, tie, fastening.  
**ligereza**, *f.*, lightness.  
**ligero**, -a, light, trifling.  
**lila**, *f.*, lilac.  
**lima**, *f.*, file.  
**límite**, *m.*, limit.  
**limón**, *m.*, lemon.  
**lindo**, -a, pretty, fine; **de lo lindo**, to one's heart's content.  
**línea**, *f.*, line.  
**liquidación**, *f.*, liquidation, settlement.  
**liquidar**, to liquidate, pay, settle accounts.  
**lirio**, *m.*, lily.  
**liso**, -a, smooth.  
**lista**, *f.*, list.  
**litera**, *f.*, berth.  
**literario**, -a, literary.  
**literato**, *m.*, writer.  
**literatura**, *f.*, literature.  
**litoral**, *m.*, coast.  
**lo**, *art.*, the; — **que or cual**, that which, what; — **de**, that of; **de — que**, than; *pron.*, him, it.  
**local**, *m.*, place, premises.  
**locomoción**, *f.*, locomotion.  
**locomotora**, *f.*, locomotive, engine.  
**lomo**, *m.*, loin, back (*of an animal*).  
**lona**, *f.*, canvas.  
**Londres**, *m.*, London.  
**los**, *art.*, the; — **que or cuales**, those which, who, which; — **de**, those of; *pron.*, them, you.  
**luego**, *adv.*, then; **tan — como**, as soon as; **desde —**, at once, right away; *conj.*, then, therefore.  
**lugar**, *m.*, place, reason; **en — de**, instead of.  
**Luis**, *m.*, Louis.  
**lujoso**, -a, showy, luxurious.  
**luminoso**, -a, luminous, shining.

**luna**, *f.*, moon; — **de miel**, honey-moon.

**lunes**, *m.*, Monday.

## LL

**llamar**, to call.

**llano**, *-a*, open, unaffected, frank.

**llanura**, *f.*, plain, prairie.

**llave**, *f.*, key, wrench; — **inglesa**, monkey-wrench.

**llegada**, *f.*, arrival.

**llegar** (10, 2), to arrive, come; — **se hasta**, to go to.

**lleguen**, *see* **llegar**.

**llegues**, *see* **llegar**.

**llenar**, to fill; — **se de**, to fill with.

**lleno**, *-a*, full, filled.

**llevar**, to carry, convey, take; — **a cabo**, to carry through, put through, accomplish.

**luvia**, *f.*, rain.

## M

**macarrón**, *m.*, macaroni; *pl.*, macaroni.

**madera**, *f.*, wood; — **de sándalo**, sandal-wood.

**maestro**, *m.*, master, composer.

**magneto**, *m.*, magneto.

**magnífico**, *m.*, magnificent, splendid.

**maíz**, *m.*, maize, Indian corn, corn.

**mal**, badly. *Also apocopated form of malo.*

**Málaga**, *f.*, Malaga.

**maldito**, *-a*, wicked, cursed.

**maleta**, *f.*, valise.

**malicia**, *f.*, malice, maliciousness.

**malicioso**, *-a*, mischievous.

**malo**, *-a*, bad, unsatisfactory.

**Mallorca**, *f.*, Majorca.

**mallorquín**, *-a*, of or from Majorca; *m.*, Majorcan.

**mamá**, *f.*, mama.

**manantial**, *m.*, spring.

**mandar**, to command, send.

**manera**, *f.*, manner; **de — que**, so, so that; **de todas —s**, at any rate, at all events.

**mango**, *m.*, handle, pen-holder, mango<sup>o</sup> (*fruit of the mango-tree*).

**manifestar** (18, a), to manifest, indicate, state, inform, show, tell.

**manifiesta**, *see* **manifestar**.

**manifiestan**, *see* **manifestar**.

**mano**, *f.*, hand; **a —**, by hand.

**manta**, *f.*, woollen blanket; — **de viaje**, travelling-rug.

**manteca**, *f.*, lard.

**mantecada**, *f.*, buttered toast and sugar.

**manto**, *m.*, mantle, veil.

**manual**, *m.*, manual.

**manubrio**, *m.*, crank.

**Manuel**, *m.*, Emmanuel.

**manzana**, *f.*, apple.

**mañana**, *f.*, morning; *adv.*, to-morrow; **pasado —**, day after to-morrow.

**máquina**, *f.*, machine, engine; — **de escribir**, typewriter; — **fotográfica**, camera.

**maquinista**, *m.*, engineer, machinist.

**mar**, *m. or f.*, sea, ocean; **en alta —**, on the high seas.

**maravilla**, *f.*, wonder, marvel.

**maravilloso**, *-a*, wonderful.

**marca**, *f.*, mark, label, tag.

**marcar** (10, 1), to mark.

**marcha**, *f.*, march, course; **puesto en —**, started.



**marchar**, to march, go; —**se**, to go away.

**marearse**, to be or become sea-sick.

**marfil**, *m.*, ivory.

**María**, *f.*, Mary.

**marítimo**, —*a*, maritime, marine.

**mármol**, *m.*, marble.

**marqués**, *m.*, marquis.

**martes**, *m.*, Tuesday.

**Martín**, *m.*, Martin.

**marzo**, *m.*, March.

**mas**, but.

**más**, more, most, rather; — **que**, rather than; **por — que**, although; **no — que**, only.

**masa**, *f.*, crowd, mass.

**masculino**, —*a*, masculine.

**matar**, to kill.

**matemáticas**, *f. pl.*, mathematics.

**Mateo**, *m.*, Matthew.

**materia**, *f.*, material.

**material**, *adj.*, material; *m.*, material.

**Matías**, *m.*, Mattias.

**matutinal**, *adj.*, morning.

**máximo**, —*a*, chief, maximum.

**mayo**, *m.*, May.

**mayor**, *adj.*, greater, greatest; **al por —**, at wholesale.

**mayoría**, *f.*, majority; **la — de**, most of.

**mazapán**, *m.*, marchpane (*nut paste*).

**me**, me, myself, to me, to myself.

**mecánico**, —*a*, mechanical; **trilladora mecánica**, threshing machine; *m.*, mechanic.

**mecanografía**, *f.*, typewriting.

**mecanógrafo**, *m.*, typewriter.

**mecedora**, *f.*, rocking-chair.

**mediación**, *f.*, mediation, intervention; **por — de**, through.

**médico**, *m.*, physician, doctor.

**medida**, *f.*, measure.

**medio**, —*a*, half; *m.*, means; *pl.*, means; **por medio de**, by means of.

**Mediterráneo**, *m.*, Mediterranean.

**medrar**, to thrive, prosper, improve one's lot.

**mejicano**, —*a*, Mexican.

**Méjico**, *m.*, Mexico.

**mejilla**, *f.*, cheek.

**mejillón**, *m.*, mussel.

**mejor**, *adj.*, better, best; **lo —**, the best.

**mejora**, *f.*, improvement.

**mejorar**, to improve; — **de**, to improve in; — **de situación**, to better one's situation.

**melado de caña**, *m.*, cane-juice syrup.

**melocotón**, *m.*, peach.

**melón**, *m.*, melon.

**membrillo**, *m.*, quince.

**menor**, *adj.*, smaller, less, lesser, younger, smallest, least, youngest; **la — respuesta**, the slightest answer.

**menos**, less; **al —**, at least; **no puedo — de**, I cannot help.

**mensual**, *adj.*, monthly.

**mensualmente**, monthly.

**mercado**, *m.*, market.

**mercancía**, *f.*, merchandise, goods; *pl.*, merchandise, goods.

**mercante**, *adj.*, mercantile; **buque —**, merchant vessel, trading-vessel; *m.*, dealer.

**mercantil**, *adj.*, commercial.

**merecer** (15), to deserve.



- merendar** (18, *a*), to lunch, picnic.  
**mérito, *m.***, merit; **hacer —s para**, to deserve to.  
**mermelada, *f.***, marmalade.  
**mes, *m.***, month; **el — que viene**, next month.  
**mesa, *f.***, table; — **ministro**, big writing-desk.  
**mesita, *f.***, small table; — **de centro**, small center-table; — **para máquinas de escribir**, typewriter table.  
**metal, *m.***, metal.  
**método, *m.***, method.  
**metrópoli, *f.***, metropolis.  
**mi, *my***.  
**mí, *me***, myself; — **mismo**, myself.  
**miedo, *m.***, fear, danger; **dar — a**, to frighten.  
**miel, *f.***, honey; **luna de —**, honey-moon.  
**mientras**, while.  
**Miguel, *m.***, Michael.  
**mil**, thousand.  
**milla, *f.***, mile.  
**millón, *m.***, million.  
**mina, *f.***, mine; **ingeniero de —s**, mining engineer.  
**ministro, *m.***, minister (*governmental*); **mesa —**, big writing-desk.  
**minucioso, —a**, minute.  
**minuta, *f.***, bill, memorandum.  
**minuto, *m.***, minute.  
**mío, —a, *my***, mine, of mine; **el mío**, mine.  
**mirador, *m.***, observatory.  
**mirar**, to look, look at.  
**mis, *my***.  
**mismo, —a**, same, self, itself; **lo mismo que**, the same as.  
**místico, *m.***, mystic.  
**moda, *f.***, fashion.  
**modelo, *m.***, model, pattern.  
**moderadamente**, moderately.  
**moderno, —a**, modern.  
**módico, —a**, moderate.  
**modo, *m.***, way, manner; **de — que**, so that.  
**mohino, —a**, fretful, sad.  
**molde, *m.***, mold, form.  
**molestar**, to molest.  
**momento, *m.***, moment; **por el —**, for the present.  
**moneda, *f.***, coin; **papel —**, paper money.  
**montado, —a**, set up, equipped, furnished.  
**montaña, *f.***, mountain.  
**montar**, to set up, equip, furnish.  
**monte, *m.***, mountain.  
**morada, *f.***, abode.  
**morir** (21, *note 1*), to die.  
**mortuorio, —a**, mortuary; **casa mortuoria**, house of the deceased.  
**mostaza, *f.***, mustard-plaster.  
**mostrador, *m.***, counter.  
**motín, *m.***, riot.  
**motivo, *m.***, reason; **con — de**, on account of.  
**motor, *m.***, motor, engine; — **de dos tiempos**, two-cycle motor; **árbol —**, main shaft.  
**mozo, —a**, young; **la gente moza**, the young people; ***m.***, youth, waiter.  
**muchacha, *f.***, girl.  
**muchacho, *m.***, boy.  
**muchísimo, *adv.***, a very great deal.  
**muchísimo, —a**, very much.  
**mucho, *adv.***, much, a great deal, very.  
**mucho, —a**, much; ***pl.***, many; **lo mucho**, how much.

muebles, *m. pl.*, furniture.  
 muestra, *m.*, sample.  
 multa, *f.*, fine.  
 multitud, *f.*, amount.  
 mundo, *m.*, world.  
 municipio, *m.*, municipality.  
 murió, *see* morir.  
 musical, *adj.*, musical.  
 mutuamente, mutually.  
 mutuo, *-a*, mutual.  
 muy, very; *muy* corresponds to  
 Dear in an English letter.

## N

nacer (15), to be born, come out,  
 originate.  
 nación, *f.*, nation.  
 nacional, *adj.*, national.  
 nada, nothing, anything; *en* —,  
 in no way, in any way.  
 nadie, nobody, anybody.  
 naranja, *f.*, orange; *cascos de* —,  
 orange preserve.  
 nardo, *m.*, nard, tuberose.  
 Natividad, *f.*, Nativity.  
 natural, *adj.*, natural.  
 naturaleza, *f.*, nature, kind.  
 naufragar (10, 2), to be ship-  
 wrecked, sink.  
 naufragio, *m.*, shipwreck.  
 nave, *f.*, ship.  
 nazca, *see* nacer.  
 necesario, *-a*, necessary.  
 necesidad, *f.*, need.  
 necesitar, to need.  
 negar (18, a; 10, 2), to deny, refuse.  
 negligencia, *f.*, negligence.  
 negocio, *m.*, business, affair; *pl.*,  
 business; *hacer* —s, to do busi-  
 ness; *hombre de* —s, business  
 man; *asociar a mis* —s, to take

into the firm; —s *de comisión*,  
 commission business.  
 negro, *-a*, black.  
 nervio, *m.*, nerve.  
 neumático, *-a*, pneumatic.  
 nevada, *f.*, snowfall, snow.  
 nevar (18, a), to snow.  
 nevasca, *f.*, snow-storm.  
 ni, neither, nor, or, not even, even;  
 — *siquiera*, not even; — . . .  
 — ' . . ., neither . . . nor . . .,  
 either . . . or . . . .  
 niega, *see* negar.  
 nieva, *see* nevar.  
 nieve, *see* nevar.  
 nieve, *f.*, snow.  
 ningún, *apocopated form of nin-*  
*guno*.  
 ninguno, *-a*, no, any; *pron.*, no  
 one, any one.  
 nivelado, *-a*, level.  
 no, no, not.  
 noble, *adj.*, noble.  
 noche, *f.*, night; *por la* —, at  
 night.  
 nogal, *m.*, walnut-tree, walnut  
 (wood).  
 nombre, *m.*, name.  
 noroeste, *m.*, north-west.  
 norte, *m.*, north.  
 norteamericano, *-a*, North Amer-  
 ican; *m.*, North American.  
 nos, us, ourselves, to us, to our-  
 selves.  
 nosotras, we, us, ourselves.  
 nosotros, we, us, ourselves.  
 nota, *f.*, note, mark; — *de precios*,  
 price-list.  
 notable, *adj.*, remarkable.  
 notar, to note, notice, *see*.  
 notario, *m.*, notary public.

**noticia**, *f.*, news, piece of news;  
*pl.*, news; **recibir sus —s**, to  
 hear from you; **en espera de**  
**sus —s** or **esperando sus —s**,  
 hoping to hear from you; **con-**  
**fiando recibir sus —s**, trusting  
 to hear from you.

**notificar** (10, 1), to inform, notify,  
 advise.

**notorio**, *-a*, notorious, well-known.

**novcientos**, *-as*, nine hundred.

**novedad**, *f.*, novelty, surprise,  
 trouble.

**novelista**, *m. and f.*, novelist.

**novia**, *f.*, bride.

**noviembre**, *m.*, November.

**novio**, *m.*, bridegroom; *pl.*, couple.

**nudo**, *m.*, knot.

**nusces**, *pl. of nuez*.

**nuestro**, *-a*, our, ours, of ours;  
**el nuestro**, ours; *pron.*, ours.

**nueva**, *f.*, news.

**nueve**, nine.

**nuevo**, *-a*, new; **de nuevo**, again;  
**Nueva York**, New York.

**nuez**, *f.*, nut, walnut.

**numeración**, *f.*, numbering.

**número**, *m.*, number, quantity;  
**sin —**, numberless, a great num-  
 ber.

**numeroso**, *-a*, numerous, a great  
 many.

**nunca**, never, ever.

**nupcial**, *adj.*, nuptial.

## N

**ñame**, *m.*, yam.

## O

**o**, or, either.

**oasis**, *m.*, oasis.

**objeto**, *m.*, object, article, purpose.

**obligación**, *f.*, obligation.

**obligado**, *-a*, obliged.

**obligar** (10, 2), to compel.

**obra**, *f.*, work; *pl.*, work.

**obrar**, to work; **obra en mi poder**  
**su grata**, your favor is at hand.

**obrero**, *m.*, workman.

**obsequio**, *m.*, courtesy; **en — a**,  
 for the sake of.

**observación**, *f.*, observation.

**observar**, to observe, note.

**obsesionado**, *-a*, charmed, hypno-  
 tized.

**obtener** (38), to obtain, procure,  
 get.

**obtengo**, *see obtener*.

**ocasión**, *f.*, occasion, opportunity.

**ocasionar**, to occasion, cause.

**occidental**, *adj.*, western.

**océano**, *m.*, ocean.

**octubre**, *m.*, October.

**ocupado**, *-a*, busy.

**ocupar**, to occupy.

**ocurrencia**, *f.*, witty sally, joke.

**ocurrir**, to occur, happen, take  
 place.

**ocho**, eight; **las —**, eight o'clock.

**Ofelia**, *f.*, Ophelia.

**oferta**, *f.*, offer.

**oficiante**, *m.*, one who officiates.

**oficina**, *f.*, office.

**ofrecer** (15), to offer; **—se**, to  
 offer one's services.

**ofrecimiento**, *m.*, offering, offer.

**ofrezco**, *see ofrecer*.

**oído**, *m.*, ear, hearing.

**oír** (46), to hear.

**ojeada**, *f.*, glance.

**ola**, *f.*, wave; **— de frío**, cold  
 wave.

**oliva**, *f.*, olive; **aceite de —**, olive oil.



**olvidar**, to forget; —**se de**, to forget.

**omitir**, to omit.

**once**, eleven.

**onza**, *f.*, ounce.

**operación**, *f.*, operation, transaction.

**oportuno**, —**a**, opportune; **el oportuno aviso**, due notice.

**oprimido**, —**a**, oppressed.

**oprimir** (55), to oppress.

**optar**, to choose, select; — **por**, to choose.

**óptica**, *f.*, optics; **instrumentos de —**, optical instruments.

**óptico**, —**a**, optical.

**orador**, *m.*, orator.

**orden**, *f.*, order (*commercial order*), command; **a mi —**, to my order; **dar — a**, to order; *m.*, order (*of arrangement or succession*); **de primer —**, first-class.

**organizado**, —**a**, organized.

**órgano**, *m.*, organ, medium, agency.

**Orión**, *m.*, Orion.

**oro**, *m.*, gold; — **americano**, American gold, U. S. currency.

**otorgado**, —**a**, granted.

**otorgar** (10, 2), to grant, execute, bestow.

**otro**, —**a**, another, other; **otra vez**, again.

**oxidar**, to oxidize, rust; —**se**, to oxidize, rust.

**oyendo**, *see* **oír**.

## P

**Pablo**, *m.*, Paul.

**paciencia**, *f.*, patience.

**padecer** (15), to suffer.

**padraastro**, *m.*, stepfather.

**padre**, *m.*, father; *pl.*, parents.

**padrino**, *m.*, godfather, patron.

**pagadero**, —**a**, payable.

**pagar** (10, 2), to pay.

**página**, *f.*, page.

**pago**, *m.*, payment.

**pais**, *m.*, country; **Países Bajos**, the Netherlands.

**paisaje**, *m.*, landscape.

**palabra**, *f.*, word.

**palpitación**, *f.*, palpitation.

**pan**, *m.*, bread.

**Panamá**, *m.*, Panama.

**pantano**, —**a**, swampy, marshy.

**papá**, *m.*, papa; **los —s**, fathers and mothers.

**papel**, *m.*, paper; — **moneda**, paper money.

**paquete**, *m.*, package, parcel.

**par**, *m.*, pair, couple.

**para**, for, to, in order to; — **que**, so that, in order that.

**parar**, to stop; —**se**, to stop.

**parcial**, *adj.*, partial.

**parecer** (15), to appear, seem.

**parecer**, *m.*, opinion.

**paréntesis**, *m.*, *sing. and pl.*, parenthesis, parentheses.

**parezcan**, *see* **parecer**.

**pariente**, *m. and f.*, relation.

**París**, *f.*, Paris.

**parlante**, *adj.*, speaking.

**párpado**, *m.*, eyelid.

**parque**, *m.*, park.

**parquedad**, *f.*, parsimony, sparseness.

**parroquia**, *f.*, parish, parish-church.

**parroquial**, *adj.*, parochial.

**parroquiano**, *m.*, parishioner, customer.



- parte**, *f.*, part, party; **a otra** —, somewhere else; **por todas** —s, on all sides, everywhere; **por nuestra** —, on our part.
- participar**, to notify, announce, inform.
- particular**, *adj.*, particular, personal, private; **cartas** —es, personal letters (*as distinguished from business letters*); *m.*, individual, person, topic, point; **sin otro** —, without anything further.
- partida**, *f.*, departure, item, entry.
- partir**, to start; **a — desde or de**, from, beginning with.
- pasa**, *f.*, raisin.
- pasado**, —a, past, last; **pasado mañana**, day after to-morrow; **del 8 del próximo pasado**, of the 8th of last month, of the 8th ult.; *m.*, past.
- pasajero**, *m.*, passenger.
- pasar**, to pass, go, spend (*time*), happen; — **de moda**, to be out of fashion; — **a Nueva York**, to stop in New York; — **lo muy bien**, to have a pleasant time.
- pasatiempo**, *m.*, pastime.
- pasear**, to take a walk, make a pleasure-trip; — **a pie**, to take a walk or walks, go walking; — **a caballo**, to ride (*horseback*), go riding; — **en coche**, to drive, go driving.
- paseo**, *m.*, walk, promenade.
- pasivo**, *m.*, liabilities.
- paso**, *m.*, way, pass, difficulty; **de — para**, on the way to.
- pasta**, *f.*, paste; —s **para sopa**, soup-pastes; — **de guayaba**, guava-paste.
- pavimento**, *m.*, pavement.
- paz**, *f.*, peace.
- pedazo**, *m.*, piece.
- pedido**, *m.*, order; **hacer un** —, to give or place an order.
- pedir** (22, *a*), to ask, ask for.
- Pedro**, *m.*, Peter.
- peligro**, *m.*, danger.
- penal**, *adj.*, penal.
- pendiente**, *adj.*, pending.
- penetrar**, to penetrate; — **por**, to pierce.
- península**, *f.*, peninsula; **la Península**, Spain.
- pensar** (18, *a*), to think, intend, consider, think of; — **en**, to think of.
- penúltimo**, —a, penultimate, next to the last.
- peonia**, *f.*, peony.
- peor**, *adj.*, worse, worst.
- pequeño**, —a, small.
- pera**, *f.*, pear.
- percatarse de**, to think of, consider, beware of.
- perder** (18, *c*), to lose.
- perdices**, *pl. of perdiz*.
- pérdida**, *f.*, loss.
- perdiz**, *f.*, partridge; **perdices a la cazuela**, stewed partridges.
- perdonar**, to pardon, forgive.
- percedero**, —a, perishable.
- perfección**, *f.*, perfection.
- perfeccionar**, to improve, perfect.
- perfectamente**, perfectly, completely.
- perfecto**, —a, perfect.
- periódico**, *m.*, newspaper.
- perito**, *m.*, expert.
- perjuicio**, *m.*, damage.

- perla**, *f.*, pearl.  
**permanecer** (15), to stay, remain.  
**permanente**, *adj.*, permanent.  
**permitir**, to permit, allow.  
**pero**, but.  
**persona**, *f.*, person.  
**pertenecer** (15), to belong.  
**perteneciente**, *adj.*, belonging.  
**Perú**, *m.*, Peru.  
**peruano**, *m.*, Peruvian.  
**pesar**, to weigh; *m.*, regret; **a** — **de**, in spite of.  
**pescado**, *m.*, fish.  
**pescar** (10, 1), to fish; **bote de** —, fishing-boat.  
**peseta**, *f.*, peseta (*silver coin equivalent to 20 cents*).  
**peso**, *m.*, weight.  
**pesquisa**, *f.*, investigation.  
**petición**, *f.*, request, demand.  
**petróleo**, *m.*, petroleum, oil.  
**pichón**, *m.*, young pigeon.  
**pide**, *see* **pedir**.  
**piden**, *see* **pedir**.  
**pie**, *m.*, foot; **al** — **de la letra**, exactly; **al** — **de la presente**, below.  
**piedra**, *f.*, stone; — **preciosa**, precious stone, gem.  
**piensan**, *see* **pensar**.  
**piensas**, *see* **pensar**.  
**pierdo**, *see* **perder**.  
**pierna**, *f.*, leg.  
**pieza**, *f.*, piece, part.  
**pila**, *f.*, bath-tub.  
**pimiento**, *m.*, red pepper, pepper (*the fruit*).  
**pintoresco**, —**a**, picturesque.  
**pintura**, *f.*, paint.  
**pisapapeles**, *m.*, paper weight.  
**piso**, *m.*, floor, story.  
**pláceme**, *m.*, congratulation; **estamos de** —**s**, we are to be congratulated.  
**placer**, *m.*, pleasure.  
**placer** (50), to please.  
**placidez**, *f.*, placidity, peace.  
**plan**, *m.*, plan, project.  
**plano**, —**a**, flat; *m.*, plan, design, draft.  
**planta**, *f.*, plant; — **baja**, ground floor.  
**plantar**, to plant.  
**Plata**, *m.*, the River Plate.  
**plata**, *f.*, silver.  
**plátano**, *m.*, plantain (*a fruit similar to the banana*), plane-tree.  
**playa**, *f.*, beach.  
**plaza**, *f.*, square, market, city, place; **Plaza Mayor**, Main Square.  
**plazo**, *m.*, term, instalment.  
**pluma**, *f.*, pen.  
**plural**, *m.*, plural.  
**población**, *f.*, city, town.  
**poco**, *adv.*, little.  
**poco**, —**a**, little; —**s**, few, some.  
**poder** (33), to be able, can; *m.*, power, possession; **por** —, by power of attorney; **en** — **de V.**, in your possession.  
**poderoso**, —**a**, powerful, important.  
**podrá**, *see* **poder**.  
**podrán**, *see* **poder**.  
**podré**, *see* **poder**.  
**podremos**, *see* **poder**.  
**podría**, *see* **poder**.  
**podríamos**, *see* **poder**.  
**política**, *f.*, politics.  
**político**, —**a**, political; **hijo político**, son-in-law; *m.*, politician.

- poltrona**, *f.*, easy chair.  
**polvo**, *m.*, powder; **en** —, powdered.  
**pollo**, *m.*, chicken.  
**pondremos**, *see poner*.  
**poner** (34), to put, place; —**se**, to become; —**se en marcha**, to start.  
**pongo**, *see poner*.  
**popa**, *f.*, stern.  
**por**, by, for, through, along, over, on, in, on account of, for the sake of, in exchange for; — **último**, lastly; — **aquí**, around here; — . . . **que**, however . . . ; — **más que**, although.  
**porque**, because.  
**portador**, *m.*, bearer.  
**portaequipaje**, *m.*, baggage-holder, baggage-carrier.  
**porte**, *m.*, cost of carriage, freight; **franco de** —, prepaid.  
**poseer** (13), to possess, have, master; **poseo su grata**, your favor is at hand.  
**posesión**, *f.*, possession.  
**posible**, *adj.*, possible; **lo** —, all one can, everything possible.  
**posición**, *f.*, position.  
**postal**, *adj.*, postal; **giro** —, money-order.  
**practicar**, (10, 1), to practise, perform, do, make, put in execution.  
**práctico**, *m.*, harbor pilot.  
**pradera**, *f.*, prairie, meadow.  
**preceder**, to precede.  
**precinto**, *m.*, sealed strap.  
**precio**, *m.*, price, cost; — **de catálogo**, catalogue-price; — **s corrientes**, current prices.  
**precioso**, —**a**, beautiful, precious.  
**precipitarse**, to rush.  
**precisamente**, precisely, exactly; — **la tarde**, the very afternoon.  
**precisar**, to compel, oblige.  
**precisión**, *f.*, necessity.  
**preciso**, —**a**, precise, necessary, exact, accurate.  
**precursor**, —**a**, preceding; *m. and f.*, harbinger, herald, forerunner.  
**predecesor**, *m.*, predecessor.  
**preferencia**, *f.*, preference; **con** — **de**, preferably.  
**preferir** (21, a), to prefer.  
**prefieren**, *see preferir*.  
**prefiero**, *see preferir*.  
**pregunta**, *f.*, question; **hacer** —**s**, to ask questions.  
**preguntar**, to ask.  
**prenda**, *f.*, pledge, security.  
**prensa**, *f.*, press.  
**preocupar**, to preoccupy; —**se de** **or por**, to worry about, attend to.  
**preparar**, to prepare.  
**preposición**, *f.*, preposition.  
**presencia**, *f.*, presence.  
**presentar**, to present, show.  
**presente**, *adj.*, present; **Presente**, City; **la** —, the present writing; *m.*, present.  
**presidente**, *m.*, president.  
**presunto**, —**a**, prospective.  
**pretender**, to try, attempt.  
**previo**, —**a**, previous.  
**previsión**, *f.*, foresight.  
**prima**, *f.*, cousin, premium.  
**primavera**, *f.*, spring.  
**primer**, *apocopated form of primero*.  
**primero**, *adv.*, first.  
**primero**, —**a**, first; **primera de cambio**, first of exchange.  
**primitivo**, —**a**, original.



**primo**, *m.*, cousin.

**primoroso**, *-a*, elegant, exquisite.

**principal**, *adj.*, principal, main;  
lo —, the main thing.

**principio**, *m.*, beginning; al —,  
in the beginning.

**prisa**, *f.*, hurry, haste; de —, fast.

**privación**, *f.*, privation, want.

**proa**, *f.*, bow, prow.

**probablemente**, probably.

**probar** (18, *b*), to prove, try, taste.

**procedente**, *adj.*, coming from.

**proceder**, to proceed, go on.

**procedimiento**, *m.*, process.

**producir** (*page* 156, *note* 2), to  
produce, give.

**producto**, *m.*, product, proceeds;  
*pl.*, goods.

**profesor**, *m.*, professor, teacher.

**profusamente**, profusely.

**profusión**, *f.*, profusion, abundance.

**prohibir**, to forbid.

**prometer**, to promise.

**prontitud**, *f.*, promptness, speed.

**pronto**, *adv.*, soon, promptly.

**pronto**, *-a*, prompt, quick, early.

**pronunciar** (24, *b*), to pronounce.

**propaganda**, *f.*, propaganda, ad-  
vertising, advertising campaign;

activar la —, to push the adver-  
tising; hacer — de, to advertise.

**propiedad**, *f.*, property, piece of  
property; —es rústicas y ur-  
banas, real estate.

**propio**, *-a*, own.

**proponer** (34), to propose.

**proporción**, *f.*, proportion; en —  
de, in proportion to.

**proporcional**, *adj.*, proportional.

**proporcionar**, to supply, furnish,  
appropriate.

**proposición**, *f.*, proposition.

**propósito**, *m.*, purpose, intention;  
a —, convenient; a — para,  
fit for, suitable for, suited  
for.

**propusiera**, *see* proponer.

**prorrata**, *f.*, quota; a —, pro rata.

**prosperidad**, *f.*, prosperity.

**protestar**, to protest.

**protesto**, *m.*, protest.

**provecho**, *m.*, advantage.

**proveer** (13, *and page* 156, *note* 1),  
to supply.

**provisto**, *-a*, *irr. p. p.* of proveer,  
provided; — de, provided with.

**próximo**, *-a*, next, approaching;  
del 8 del próximo pasado, of the  
8th of last month, of the 8th ult.

**proyectar**, to plan.

**proyecto**, *m.*, project.

**prudente**, *adj.*, prudent, wise.

**prueba**, *f.*, test; a título de —, on  
trial.

**publicar** (10, 1), to publish.

**público**, *-a*, public.

**pudiera**, *see* poder.

**pudiese**, *see* poder.

**pueblo**, *m.*, town, village, people,  
populace.

**pueda**, *see* poder.

**puedan**, *see* poder.

**puede**, *see* poder.

**pueden**, *see* poder.

**puedo**, *see* poder.

**puerta**, *f.*, door, gate.

**puerto**, *m.*, port; Puerto Rico,  
Porto Rico.

**pues**, *conj. and adv.*, then, since,  
for; — bien, well; *interj.*, well.

**puesta**, *f.*, putting; — en marcha,  
start.



**puesto**, -a, *irr. p. p. of poner*, put, placed; **puesto que**, since.

**pulgada**, *f.*, inch.

**pulmonía**, *f.*, pneumonia; **una** —, pneumonia.

**pulsar**, to feel the pulse of.

**pulverizador**, *m.*, pulverizer, sprayer.

**punta**, *f.*, point.

**punto**, *m.*, point, period, dot, place; — **final**, period; **dos** —s, colon; **estar a** —, to be ready.

**puntuación**, *f.*, punctuation.

**puntual**, *adj.*, prompt, punctual, exact.

**puntualidad**, *f.*, punctuality.

**puntualmente**, punctually.

**pupitre**, *m.*, writing-desk.

**pureza**, *f.*, purity.

**puro**, -a, pure, genuine.

**puse**, *see poner*.

**pusimos**, *see poner*.

## Q

**que**, *pron.*, who, whom, which, that; *conj.*, that, than, rather than, until, as, for.

**qué**, who, whom, which, what, what a, how. *Used in interrogative and exclamatory phrases.*

**quebradero**, *m.*, breaker; — **de cabeza**, worry.

**quebrado**, -a, broken, bankrupt; **la casa quebrada**, the firm which failed.

**quebrantado**, -a, broken, impaired.

**quedar**, to remain, be.

**queja**, *f.*, complaint.

**quejarse**, to complain, grumble.

**querer** (35), to want, like, love; **como quiera que**, inasmuch as, since.

**querido**, -a, dear.

**queso**, *m.*, cheese; — **de almendra**, almond-paste.

**quiebra**, *f.*, bankruptcy, failure.

**quien**, who, whom, he who; — . . . , — . . . , some . . . , some . . .

**quién**, who, whom (*in interrogative and exclamatory phrases*).

**quienes**, who, whom, those who.

**quiénes**, who, whom (*in interrogative and exclamatory phrases*).

**quiera**, *see querer*.

**quiere**, *see querer*.

**quiero**, *see querer*.

**quietud**, *f.*, quiet, rest.

**quilla**, *f.*, keel.

**química**, *f.*, chemistry.

**quince**, fifteen.

**quinta**, *f.*, villa; — **de recreo**, country-house, country-home.

**quise**, *see querer*.

**quisiera**, *see querer*.

**quiso**, *see querer*.

**quitaipón**: **de** —, adjustable, removable.

## R

**rabo**, *m.*, tail; **de cabo a** —, from beginning to end.

**Rafael**, *m.*, Raphael.

**Rafaelito**, *m.*, little Raphael.

**rajar**, to split, crack; —**se**, to split, crack.

**rama**, *f.*, branch; **en** —, uncanned.

**ramillete**, *m.*, bouquet.

**ramito**, *m.*, small bouquet.

- ramo, m.**, branch, line.  
**Ramón, m.**, Raymond.  
**rápido, -a**, rapid, quick.  
**raro, -a**, rare, unusual.  
**rato, m.**, short time, while.  
**ratón, m.**, mouse.  
**rayo, m.**, ray.  
**raza, f.**, race.  
**razón, f.**, reason, right; — **social**, firm name; **tener** —, to be right.  
**real, adj.**, real, royal.  
**realidad, f.**, reality; **en** —, in fact.  
**realizar (10, 4)**, to do, realize, fulfil, accomplish, convert into money, collect; — **desastrosos negocios**, to undergo business disaster, fail.  
**realmente**, really.  
**rebaja, f.**, rebate, reduction.  
**rebasar**, to go beyond, exceed.  
**reblandecer (15)**, to soften; —**se**, to soften.  
**recargo, m.**, extra charge; **ser con** —, to be extra.  
**receptor, m.**, receiver.  
**recibir**, to receive.  
**recibo, m.**, receipt.  
**reciente, adj.**, recent.  
**recíproco, -a**, reciprocal.  
**reclamación, f.**, claim, complaint.  
**recomendación, f.**, recommendation.  
**recomendar (18, a)**, to recommend.  
**reconocido, -a**, grateful, obliged.  
**reconocimiento, m.**, examination.  
**récord (pl., records), m.**, record.  
**recordar (18, b)**, to remind, recall, remember.  
**recorrer**, to travel, travel through or over.  
**recreo, m.**, amusement; **quinta de** —, country-house, country-home.  
**recuerda, see recordar.**  
**recuerdo, m.**, remembrance; **pl.**, regards.  
**recurrir<sup>2</sup>, a**, to resort to.  
**redacción, f.**, writing, composition.  
**redactar**, to write, compose.  
**redil, m.**, sheep-fold.  
**referencia, f.**, reference.  
**referido, -a**, referred to, in question.  
**referir (21, a)**, to relate, refer; —**se a**, to refer to.  
**refiere, see referir.**  
**refieren, see referir.**  
**refiriendo, see referir.**  
**refiriéndonos = refiriendo + nos.**  
**regala, f.**, gunwale.  
**regante, m.**, irrigator; **Comunidad de Regantes**, Irrigation Guild.  
**regresar**, to return.  
**regulador, m.**, regulator, governor, control.  
**regular**, to regulate.  
**regular, adj.**, regular, normal; **por lo** —, commonly, generally.  
**regularidad, f.**, regularity.  
**refr (22, c)**, to laugh; —**se**, to laugh.  
**reiterar**, to reiterate.  
**rejilla, f.**, cane.  
**relación, f.**, relation, connection, narrative, account.  
**relacionar**, to connect; —**se con**, to be connected with.  
**religioso, -a**, religious.  
**relleno, -a**, stuffed.

- remar**, to row.  
**remesa**, *f.*, shipment, remittance.  
**remitir**, to remit, send.  
**remo**, *m.*, oar; **bote de —**, row-boat.  
**remolcar** (10, 1), to tow.  
**renglón**, *m.*, line.  
**renunciar** (24, b), to renounce.  
**repartir**, to distribute.  
**repasar**, to review, look over.  
**repetir** (22, a), to repeat, reiterate.  
**repito**, *see* **repetir**.  
**repondremos**, *see* **reponer**.  
**reponer** (34), to replace.  
**representación**, *f.*, representation.  
**representante**, *m.*, representative.  
**representar**, to represent.  
**reproducir** (page 156, *note* 2), to reproduce.  
**república**, *f.*, republic.  
**reputación**, *f.*, reputation, credit.  
**requerimiento**, *m.*, request; — **de**, request for.  
**requerir** (21, a), to require, need.  
**requiere**, *see* **requerir**.  
**resaca**, *f.*, redraft; **cuenta de —**, return account.  
**resbaladizo**, —a, slippery.  
**reserva**, *f.*, reserve, secrecy, confidence.  
**reservar**, to reserve, retain.  
**residencia**, *f.*, residence; **con — en**, located in.  
**residir**, to reside.  
**resistente**, *adj.*, resistant, strong, substantial.  
**resistir**, to resist.  
**resolver** (18, *note* 1), to decide; — **se a**, to decide to.  
**respectivo**, —a, respective.  
**respecto**, *m.*, respect; **con — a or de**, regarding, as regards, concerning.  
**respetable**, *adj.*, respectable, esteemed.  
**responder**, to answer; — **de**, to be responsible for.  
**responsabilidad**, *f.*, responsibility.  
**responsable**, *adj.*, responsible.  
**respuesta**, *f.*, answer, reply; **en — a**, in answer to.  
**restablecimiento**, *m.*, recovery.  
**resto**, *m.*, remainder, rest.  
**resultado**, *m.*, result.  
**resultar**, to result, turn out, prove, turn out to be, be.  
**retener** (38), to withhold.  
**retirar**, to take away, withdraw, retire; — **se**, to withdraw, go away.  
**retiro**, *m.*, retirement.  
**retorno**, *m.*, return.  
**reuma**, *m.*, rheumatism.  
**reunido**, —a, united, together.  
**reunir**, to unite, gather; — **se**, to gather, meet.  
**reverendo**, —a, reverend; **Reverendo**, Rev.  
**revista**, *f.*, review.  
**revolución**, *f.*, revolution.  
**revuelo**, *m.*, flight.  
**rezagar** (10, 2), to fall behind.  
**rico**, —a, rich.  
**riendo**, *see* **refr**.  
**rigor**, *m.*, rigor; **en el — del verano**, at the height of the summer.  
**riguroso**, —a, rigorous, severe.  
**río**, *m.*, river.  
**risa**, *f.*, laughter; **morir de —**, to die laughing.



rodear, to surround.  
 rodilla, *f.*, knee.  
 Rodolfo, *m.*, Ralph, Rudolph.  
 roedor, *m.*, gnawer; los —es, the rodents.  
 rogar (18, *b*; 10, 1), to request, ask.  
 rojo, —a, red.  
 romper (55), to break, tear; —se, to break, tear.  
 rosa, *f.*, rose.  
 Rosalía, *f.*, Rosalie.  
 rotular, to label.  
 rotura, *f.*, breakage.  
 rubí, *m.*, ruby.  
 ruego, *see* rogar.  
 rumbo, *m.*, course, direction; con —a, bound for, for.  
 rumor, *m.*, rumor, hearsay.  
 Rusia, *f.*, Russia.  
 rústico, —a, rural; propiedades rústicas y urbanas, real estate.

## S

sábado, *m.*, Saturday.  
 saber (36), to know, be able, learn.  
 sabio, —a, wise.  
 sabrá, *see* saber.  
 sabremos, *see* saber.  
 sacacervos, *m.*, nail-puller.  
 sacacorchos, *m.*, corkscrew.  
 sacar (10, 1), to take out, send away; — la lengua, to put out one's tongue; — copias al carbón, to make carbon copies.  
 saco, *m.*, bag; — de mano, hand-bag.  
 salchicha, *f.*, sausage.  
 salchichón, *m.*, sausage.  
 saldar, to settle.  
 saldo, *m.*, balance, settlement.

salida, *f.*, going out, departure, exit, outlet, sale.  
 saliese, *see* salir.  
 salir (47), to go out, leave, set out, come out; — de, to leave.  
 salón, *m.*, parlor, hall; — comedor, large dining-room, diner (*on a train*).  
 salsa, *f.*, sauce, dressing; — de tomate, tomato-sauce.  
 saltar, to skip.  
 salud, *f.*, health.  
 saludar, to greet.  
 saludo, *m.*, greeting.  
 salvador, *m.*, rescuer.  
 salvamento, *m.*, salvage, salvation.  
 salvar, to save, make an exception of.  
 salvavidas, *m.*, life-preserver; bote —, life-boat.  
 san, *apocopated form of* santo.  
 sándalo, *m.*, sandal-wood.  
 sangre, *f.*, blood.  
 santa, *f.*, saint.  
 santo, —a, saintly; *m.*, saint.  
 sarampión, *m.*, measles.  
 sardina, *f.*, sardine; como —s en barril, packed like sardines.  
 satisfacción, *f.*, satisfaction, pleasure; tener la — de, to take pleasure in; ser a entera — de, to be entirely satisfactory to.  
 satisfacer (*page* 150, *note* 3), to satisfy, pay; — el importe, to pay the amount in full.  
 satisfactorio, —a, satisfactory.  
 satisfecho, —a, *irr. p. p. of* satisfacer, satisfied.  
 se, himself, herself, itself, oneself, themselves, each other, to himself, to herself, to itself, to



- oneself, to themselves, to each other, one, they. *Se* often gives a passive meaning to a verb.
- sé**, *see* saber.
- sea**, *see* ser.
- sean**, *see* ser.
- sección**, *f.*, section, department.
- seco**, *-a*, dry, dried, sharp.
- segadora**, *f.*, reaper.
- seguido**, *-a*, followed; — *de*, followed by.
- seguir** (22, *b*; 11, 3), to follow, continue, keep on.
- según**, according to, as, according as.
- segundo**, *-a*, second.
- seguramente**, certainly, surely.
- seguridad**, *f.*, certainty, assurance, confidence; *en la — de que*, in the certainty that.
- seguro**, *-a*, safe, sure, faithful; *estar seguro de que*, to be sure that; *estar seguro de sí*, to be sure whether; *m.*, insurance.
- seis**, six; *diez y — or dieciséis*, sixteen.
- sellar**, to seal.
- sello**, *m.*, seal, stamp, postage-stamp.
- semana**, *f.*, week.
- semanalmente**, weekly, every week.
- sembradora**, *f.*, sower.
- sembrar** (18, *a*), to sow.
- semestre**, *m.*, semester; *por —s*, semi-annually.
- semilla**, *f.*, seed.
- sencillez**, *f.*, simplicity.
- sencillo**, *-a*, plain, simple, single.
- sensible**, *adj.*, sensible, sensitive, regrettable.
- sentar** (18, *a*), to seat; —*se*, to sit down.
- sentido**, *m.*, sense.
- sentimiento**, *m.*, regret; *tener el — de*, to be sorry to.
- sentir** (21, *a*), to feel, regret, be sorry; — **mucho**, to be very sorry.
- señor**, *m.*, gentleman, sir, Mr.; *pl.*, Messrs.
- señora**, *f.*, lady, Mrs., Madam.
- señorita**, *f.*, young lady, Miss, Madam.
- sepa**, *see* saber.
- separación**, *f.*, separation, withdrawal.
- separado**, *-a*, separated; *por separado*, under separate cover.
- separar**, to separate, take out; —*se*, to separate, withdraw.
- septiembre**, *m.*, September.
- ser** (37), to be; *o sea or o sean*, namely, that is.
- serie**, *f.*, series.
- serio**, *-a*, serious.
- serrucho**, *m.*, hand-saw.
- servicio**, *m.*, service.
- servidor**, *m.*, servant.
- servir** (22, *a*), to serve; — *un pedido*, to fill *or* ship an order; —*se*, to deign, please, be pleased to.
- setiembre**, *m.*, September.
- Sevilla**, *f.*, Seville.
- sexo**, *m.*, sex.
- si**, if, whether; *por —*, for fear that.
- sí**, yes, indeed.
- sido**, *irr. p. p. of ser*, been.
- siempre**, always.
- siendo**, *see* ser.

- siento**, *see* **sentir**.  
**sierra**, *f.*, ridge of mountains, mountain range, *sierra*.  
**siesta**, *f.*, afternoon nap.  
**siestecita**, *f.*, short afternoon nap, little nap.  
**siete**, seven.  
**siglo**, *m.*, century.  
**signo**, *m.*, sign, mark.  
**sigue**, *see* **seguir**.  
**siguiendo**, *see* **seguir**.  
**siguiente**, *adj.*, following.  
**Silvestre**, *m.*, Silvester.  
**silla**, *f.*, chair.  
**sillón**, *m.*, arm-chair.  
**simpático**, *-a*, congenial, winsome, attractive, charming, nice.  
**simple**, *adj.*, simple, single.  
**simplemente**, simply.  
**sin**, without; — **embargo**, notwithstanding, however, nevertheless; — **que**, without.  
**singular**, *m.*, singular.  
**sinnúmero**, *m.*, a great number.  
**sino**, but, except.  
**sirva**, *see* **servir**.  
**sirvan**, *see* **servir**.  
**sírvanse** = **sirvan** + **se**.  
**sírvase** = **sirva** + **se**.  
**sirve**, *see* **servir**.  
**sirvió**, *see* **servir**.  
**sistemático**, *-a*, systematic.  
**sitio**, *m.*, place, room.  
**situación**, *f.*, position.  
**situado**, *-a*, located.  
**soberbio**, *-a*, superb.  
**sobre**, on, over, about, above; — **todo**, especially; *m.*, envelope.  
**sobreasada**, *f.*, half-roasted sausage.  
**sobremana**, excessively, very much.  
**sobrino**, *m.*, nephew.  
**sociable**, *adj.*, sociable.  
**social**, *adj.*, social; **razón** —, firm name.  
**sociedad**, *f.*, society, company, firm, partnership; — **colectiva**, general partnership; **Sociedad en Comandita**, Limited Company.  
**socio**, *m.*, partner.  
**sofá**, *m.*, sofa.  
**sol**, *m.*, sun.  
**soledad**, *f.*, solitude.  
**solemnidad**, *f.*, solemnity.  
**soler** (51), to use to, be wont to, be apt to.  
**solicitar**, to solicit, search, ask, ask for.  
**solicitud**, *f.*, petition, application.  
**solidario**, *-a*, jointly liable.  
**sólido**, *-a*, solid, firm.  
**solo**, *-a*, alone, single, only.  
**sólo**, only.  
**soltero**, *-a*, single, unmarried; *m.*, bachelor.  
**solvencia**, *f.*, solvency.  
**solvente**, *adj.*, solvent.  
**sombra**, *f.*, shadow.  
**someter**, to submit.  
**somos**, *see* **ser**.  
**son**, *see* **ser**.  
**sonar** (18, *b*), to sound, ring.  
**sonreír** (22, *c*), to smile.  
**sopa**, *f.*, soup.  
**sorprender**, to surprise.  
**sorprendido**, *-a*, surprised.  
**sorpresa**, *f.*, surprise.  
**sótano**, *m.*, cellar, basement.  
**soy**, *see* **ser**.

**su**, his, her, its, their, one's, your.  
**submarino**, -a, submarine.  
**subsidiario**, -a, subsidiary.  
**substituir** (23), to substitute, replace.  
**subterráneo**, -a, underground; *m.*, subway.  
**suburbio**, *m.*, suburb.  
**suceder**, to happen.  
**sucesivo**, -a, following, next.  
**suceso**, *m.*, event.  
**sucursal**, *f.*, branch.  
**sud**, *m.*, south; **Sud América**, South America.  
**sudamericano**, -a, South American.  
**sudeste**, *m.*, southeast.  
**suelen**, *see* **soler**.  
**suelo**, *m.*, ground, pavement.  
**suena**, *see* **sonar**.  
**suero**, *m.*, serum.  
**suerte**, *f.*, chance, fortune, good fortune, luck, kind, sort.  
**sufrido**, -a, suffered.  
**sufrimiento**, *m.*, sufferance, suffering.  
**sufrir**, to suffer, endure.  
**sujetapapeles**, *m.*, paper-fastener.  
**sujetar**, to hold, fasten.  
**sujeto**, -a, held, fastened; *m.*, subject.  
**suma**, *f.*, sum, amount.  
**sumamente**, very, extremely.  
**sumergir** (11, 2), to sink; —*se*, to sink.  
**suministrar**, to supply.  
**suntuoso**, -a, sumptuous, luxurious.  
**superficie**, *f.*, surface.  
**superior**, *adj.*, superior, fine, higher, upper; **escuela** —, high school.  
**superioridad**, *f.*, superiority.

**suplicar** (10, 1), to beg, ask.  
**suplir**, to furnish.  
**suponer** (34), to suppose.  
**supongo**, *see* **suponer**.  
**suprimir** (55), to suppress, omit.  
**supuesto**, -a, *irr. p. p. of* **suponer**, supposed; **por supuesto**, of course.  
**sur**, *m.*, south; **América del Sur**, South America.  
**surtido**, *m.*, assortment, stock.  
**surtir**, to supply, provide.  
**sus**, his, her, its, their, one's, your.  
**suspender**, to suspend.  
**suspensión**, *f.*, suspension.  
**sustento**, *m.*, food.  
**susto**, *m.*, fright, scare.  
**suyo**, -a, his, of his, her, hers, of hers, their, theirs, of theirs, your, yours, of yours; **el suyo**, his, hers, theirs, yours.

## T

**tablazón**, *f.*, sheathing (*of a boat*).  
**tachonado**, -a, trimmed, filled.  
**tachonar**, to trim, adorn with trimming, fill.  
**tajada**, *f.*, slice.  
**tajalápices**, *pl. of* **tajalápiz**.  
**tajalápiz**, *m.*, pencil-sharpener.  
**tajar**, to cut, cut out, sharpen.  
**tal**, *adj.*, such, such a; — **vez**, perhaps; **Sr. Fulano de Tal**, Mr. So-and-so, John Doe.  
**taller**, *m.*, factory.  
**tamal**, *m.*, tamale.  
**tamaño**, *m.*, size.  
**también**, also, too.  
**tampoco**, neither, not either.  
**tan**, *adv.*, so, as; — . . . **como**, as . . . as. *See also* **tanto**, *adv.*



**tanto**, *adv.*, so much so, to such an extent; — . . . **como**, both . . . and; — **como**, as well as. *The adverb tanto is shortened to tan before the positive forms of adjectives and adverbs.*

**tanto**, *-a*, so, as, so much, as much, such; *pl.*, so many, as many; **por tanto** or **por lo tanto**, therefore; **entre tanto**, meanwhile.

**tapa**, *f.*, lid, cover; — **corrediza**, roll-top.

**tardar**, to delay; — **en hacer algo**, to be slow in doing something.

**tarde**, *f.*, afternoon; **por la** —, in the afternoon; *adv.*, late.

**tarea**, *f.*, task.

**tarifa**, *f.*, tariff, price-list.

**tarro**, *m.*, jar.

**tasajo**, *m.*, jerked beef.

**te**, you, to you, yourself, to yourself.

**tecla**, *f.*, key.

**teclado**, *m.*, keyboard.

**tejado**, *m.*, tiled roof, roofing; *pl.*, roofing.

**tejamanil**, *m.*, shingle.

**tela**, *f.*, cloth.

**teléfono**, *m.*, telephone.

**telegráfico**, *-a*, telegraphic.

**tema**, *m.*, subject.

**temible**, *adj.*, dreadful, fearful.

**temor**, *m.*, fear.

**temperatura**, *f.*, temperature.

**templo**, *m.*, temple, church.

**temporada**, *f.*, season.

**temporal**, *m.*, storm.

**tendencia**, *f.*, tendency.

**tendido**, *-a*, stretched out; **largo y tendido**, at length.

**tendrá**, *see tener.*

**tendrán**, *see tener.*

**tendré**, *see tener.*

**tendremos**, *see tener.*

**tendría**, *see tener.*

**teneduría**, *f.*, position of book-keeper; — **de libros**, book-keeping.

**tener** (38), to have, hold, keep; — **que**, to have to, must; — **razón**, to be right; — **en cuenta**, to take into account; **aquí me tiene V.**, here I am.

**tenga**, *see tener.*

**tengamos**, *see tener.*

**tengo**, *see tener.*

**Teodoro**, *m.*, Theodore.

**tercero**, *-a*, third; *m.*, mediator.

**terminado**, *-a*, ended, finished; **terminada la ceremonia**, when the ceremony was over.

**terminar**, to end, finish.

**termómetro**, *m.*, thermometer.

**ternera**, *f.*, veal.

**tía**, *f.*, aunt.

**tiempo**, *m.*, time, weather; **hacia** —, for some time; **motor de dos —s**, two-cycle motor.

**tiene**, *see tener.*

**tienen**, *see tener.*

**tiento**, *m.*, circumspection, care.

**tierra**, *f.*, earth, land.

**tifus**, *m.*, typhus.

**timbre**, *m.*, bell.

**tintero**, *m.*, inkwell, inkstand.

**tipo**, *m.*, type, standard, model.

**título**, *m.*, title, claim, heading; **a — de prueba**, on trial.

**tocado**, *m.*, dress, gown.

**tocar** (10, 1), to touch, play; — **a**, to stop at (*during a voyage*); **en lo que toca a**, as regards, as to.



- todo**, -a, *adj. and pron.*, all, every, everything; **todo el año**, all the year round; **sobre todo**, above all, especially.  
**tomar**, to take, get.  
**Tomás**, *m.*, Thomas.  
**tomate**, *m.*, tomato.  
**tono**, *m.*, tone.  
**topacio**, *m.*, topaz.  
**toque**, *m.*, touch.  
**tordo**, *m.*, thrush.  
**tornear**, to turn (*with a lathe*).  
**tostado**, -a, toasted, roasted.  
**tostar**, to toast, roast.  
**total**, *adj.*, total.  
**trabajador**, *m.*, workman.  
**trabajar**, to work.  
**trabajo**, *m.*, work, trouble; **tomarse el — de**, to take the trouble to.  
**traer** (39), to fetch, carry, bring, bring back, get.  
**tranquilo**, -a, quiet.  
**transacción**, *f.*, transaction.  
**transatlántico**, -a, transatlantic.  
**transbordo**, *m.*, transfer, transshipment.  
**transcurrir**, to elapse.  
**transportar**, to transport, carry.  
**transporte**, *m.*, transportation; — **por mar y por tierra**, sea and land transportation; **para — de**, for transporting.  
**tranvía**, *m.*, tramway, trolley, street car.  
**trasto**, *m.*, piece of furniture, trash.  
**trastorno**, *m.*, disturbance, upheaval.  
**tratar**, to treat, deal with, have dealings with; — **de**, to try to; — **se de**, to be a question of.  
**trato**, *m.*, agreement, communication; **estar en —s con**, to have dealings with.  
**través**, *m.*, inclination; **a or al — de**, across.  
**travesía**, *f.*, passage, trip.  
**trazar** (10, 4), to draw.  
**trece**, thirteen.  
**trecho**, *m.*, space; **de — en —**, at certain distances.  
**treinta**, thirty.  
**tren**, *m.*, train; — **urbano**, street railway.  
**tres**, three.  
**tresillo**, *m.*, ombre (*a game of cards*).  
**tribunal**, *m.*, tribunal, court of justice.  
**trilladora**, *f.*, threshing machine; — **mecánica**, threshing machine; — **de vapor**, steam-thresher.  
**trimestralmente**, quarterly.  
**Trinidad**, *f.*, Trinity.  
**trípode**, *m.*, tripod.  
**tripulación**, *m.*, crew.  
**tripulante**, *m.*, member of a crew.  
**triste**, *adj.*, sad.  
**tropical**, *adj.*, tropical.  
**trucha**, *f.*, trout.  
**trufa**, *f.*, truffle.  
**trufado**, -a, truffled.  
**tu**, your.  
**tú**, you.  
**tuerca**, *f.*, nut; **llave de —**, screw-key.  
**tul**, *m.*, tulle; **manto — y encaje**, a tulle and lace veil.  
**tumbado**, -a, lying.  
**tumbar**, to tumble, throw down.  
**turrón**, *m.*, nougat.  
**tus**, your.

tute, *m.*, tute (*a game of cards*).

tuve, *see* tener.

tuviera, *see* tener.

tuvieran, *see* tener.

tuvimos, *see* tener.

tuyo, *see* tener.

tuyo, *-a*, your, yours, of yours;

el tuyo, yours.

## U

u, or (*used for o before words beginning with o or ho*).

ufanarse, to pride oneself.

último, *-a*, last; por último, lastly;

a últimos de, at the end of,

toward the end of; del 20

último, of the 20th ult.

un, a, an, one.

una, a, an, one.

únicamente, only, simply.

único, *-a*, only.

unido, *-a*, united; Estados

Unidos, United States.

unión, *f.*, union, marriage, joint,

seam; por las uniones, at the

seams.

uno, *-a*, *adj. and pron.*, one; *pl.*,

some, a few; los unos de los

otros, of each other; la una,

one o'clock. *See page 165, note 2.*

urbanidad, *f.*, urbanity, good taste.

urbano, *-a*, urban, city; tren

urbano, street-railway; propie-

dades rústicas y urbanas, real

estate.

usar, to use.

usted, you, yourself.

ustedes, you, yourselves.

útil, *adj.*, useful.

utilidad, *f.*, utility.

uva, *f.*, grape.

## V

va, *see* ir.

vacaciones, *f. pl.*, vacation; *estar*

de —, to be on a vacation; *de*

—, on a vacation.

vacante, *f.*, vacancy.

vagón, *m.*, car.

vainilla, *f.*, vanilla.

valenciano, *-a*, of or from Valencia,

Valentian.

valer (40), to be worth.

valioso, *-a*, valuable.

valor, *m.*, value, price, amount,

courage; *por — de*, to the

value of, of the value of.

Valparaíso, *m.*, Valparaíso.

válvula, *f.*, valve; — *de admisión*,

admission-valve; — *de escape*,

exhaust-valve.

valle, *m.*, valley; lirio de los —*a*,

lily of the valley.

vamos, *see* ir.

van, *see* ir.

vapor, *m.*, steam, steamer, steam-

ship.

varadura, *f.*, grounding (*of a boat*).

variado, *-a*, varied, variegated.

variantes, *f. pl.*, mixed relishes.

variar (24, *a*), to vary.

variedad, *f.*, variety.

vario, *-a*, varied; *pl.*, various,

different, several.

voces, *pl. of vez*.

vecino, *-a*, neighboring.

veda, *f.*, time when hunting is

forbidden, closed season.

vehículo, *m.*, vehicle.

veinte, twenty.

veinticinco, twenty-five.

veintiocho, twenty-eight.

- velocidad, *f.*, speed.  
 velocímetro, *m.*, speedometer.  
 vemos, *see ver*.  
 ven, *see ver*.  
 vencer (11, 1), to vanquish, fall due, mature.  
 vencido, *-a*, vanquished, matured.  
 vencimiento, *m.*, maturity; — 10 de abril, due on the 10th of April.  
 vender, to sell.  
 vendrán, *see venir*.  
 venga, *see venir*.  
 venir (48), to come.  
 venta, *f.*, sale; a la —, on sale; precios para — al por mayor, wholesale prices.  
 ventaja, *f.*, advantage.  
 ventana, *f.*, window.  
 ver (41), to see; —se, to find oneself, feel, be.  
 verano, *m.*, summer.  
 verbigracia, for example, for instance.  
 verdad, *f.*, truth.  
 verdadero, *-a*, true, real.  
 verde, *adj.*, green.  
 vergel, *f.*, flower garden.  
 verificar (10, 1), to verify; —se, to take place, be accomplished.  
 vestir (22, a), to dress, wear.  
 veterinario, *m.*, veterinarian.  
 vez, *f.*, turn, time; una —, once, as soon as; de — en cuando, from time to time; tal —, perhaps; a su —, in its turn; en — de, instead of; otra —, again; a veces, sometimes; dos veces, twice.  
 vía, *f.*, way; — férrea, railroad.
- viajante, *m.*, traveller, commercial traveller; — de comercio, commercial traveller.  
 viajar, to travel.  
 viaje, *m.*, journey, travel, trip; estar de —, to be on a trip.  
 viajero, *m.*, traveller.  
 vianda, *f.*, food.  
 victrola, *f.*, victrola.  
 vida, *f.*, life.  
 viejo, *-a*, old.  
 Viena, *f.*, Vienna.  
 viene, *see venir*.  
 viento, *m.*, wind.  
 vinagre, *m.*, vinegar.  
 vino, *m.*, wine.  
 violeta, *f.*, violet.  
 virtud, *f.*, virtue; en — de, in virtue of.  
 viruela, *f.*, small-pox.  
 visible, *adj.*, visible.  
 visita, *f.*, visit.  
 visitar, to visit.  
 víspera, *f.*, eve.  
 vista, *f.*, sight, view; a la —, at sight; letra a la —, sight draft; en — de, in view of.  
 vistoso, *-a*, showy.  
 vitrina, *f.*, show-case, glass cabinet.  
 viuda, *f.*, widow.  
 vivir, to live.  
 vivo, *-a*, alive, intense, lively.  
 vocal, *adj.*, vocal.  
 volante, *adj.*, loose; *m.*, fly-wheel.  
 volver (18, note 1), to turn, return; — a hacer una cosa, to do a thing again.  
 voy, *see ir*.

**vuelto**, -a, *irr. p. p. of volver*,  
turned, returned.  
**vuelve**, *see volver*.

*merely adds emphasis to the  
sentence, and is then not to be  
translated.*

**yema**, *f.*, yolk (*of an egg*).

**yo**, I.

## Y

**y**, and.

**ya**, already, now; — . . . —,  
either . . . or, whether . . .  
or; — *que*, since. **Ya** often

## Z

**zapatería**, *f.*, shoemaking, shoe-  
maker's shop.

**zozobra**, *f.*, worry.





## ABBREVIATIONS

Abbreviations should be avoided as much as possible in Spanish letter-writing. Only a few, such as those found in the model letters of this book, are used by good letter-writers. It is nevertheless true that many Spaniards and Spanish-Americans do not conform to the best usage in this particular. As soon as the student, therefore, tries to put his knowledge of letter-writing to actual use in translating letters from Spanish into English, he will meet with many abbreviations which will cause him trouble. For this reason the following list of abbreviations is appended.

It would be impossible to list, within reasonable limits of space, all the abbreviations used by those who write letters in Spanish. The following list includes only the commonest.

In consulting the list, it should be remembered that there is great diversity of usage in regard to several points. Some letter-writers use capitals where others do not. Some write an abbreviation entirely on one line, while others write the last part of it above the line. Some indicate the omission of letters by a horizontal line drawn over the word, others by a slanting line between the beginning and end of the word. For example, the abbreviation of *abril* may be written in any of the following ways: *Abl.*, *abl.*, *Ab.<sup>l</sup>*, *ab.<sup>l</sup>*, *Abl.*, *abl.*, *Ab/l*, *ab/l*. In the following list, no attempt has been made to indicate all such variations. In the case of each abbreviation, only the commonest form has been given.

It should also be noted that, except in special cases, plurals and feminine adjectives have been omitted, in order to keep the list within reasonable proportions. If, therefore, the student cannot find an abbreviation which ends in *s* or *a*, he should look for a similar form without *s*, or ending in *o*.

### A

**A.** = **aceptado**, accepted; **afecto**, affectionate.

**(a)** = **alias**, alias.

**@** = **arroba**, weight of twenty-five pounds *or* a liquid measure of four gallons.

**@@** = **arrobas**, *see* **@**.

**ab.** = **abril**, April.

abl. = abril, April.

A. C. = Año de Cristo, Anno Domini, A.D.

a. c. or a/c = a cargo, charged to, drawn on, on; a cuenta, on account.

Acr. = acreedor, creditor.

A. de C. = Año de Cristo, Anno Domini, A.D.

A. D. G. = a Dios gracias, thank God.

Admón. = administración, management.

adm.or = administrador, manager.

a/f = a favor, in favor of.

afmo. = afectísimo, most affectionate.

afmo. = afectísimo, most affectionate.

af.o = afecto, affectionate.

afmo. = afectísimo, most affectionate.

af.o. = afecto, affectionate.

Ag.<sup>a</sup> = Agustín, Austin.

ag.to = agosto, August.

Alej.o = Alejandro, Alexander.

Alf.o = Alfonso, Alphonse.

Al.o = Alonso, Alphonse.

Álv.o = Álvaro, a common first name.

am.o = amigo, friend.

Ant.o = Antonio, Anthony.

ant.<sup>r</sup> = anterior, former, aforementioned.

A. P. = a protestar, to be protested.

ap. = aparte, apart, aside, separately.

ap.ble = apreciable, esteemed.

ap.da = apreciada, esteemed, favor.

art. = artículo, article.

art.o = artículo, article.

at.<sup>a</sup> = atenta, favor.

at.mo = atentísimo, most attentive, most faithful.

ato. = atento, attentive, faithful.

atta. = atenta, favor.

atto. = atento, attentive, faithful.

a/v = a la vista, at sight.

av.<sup>a</sup> = avería, damage, average.

## B

B. or B/ = bala, bale; bulto, package.

b/ = barril, barrel.

Bar.mé = Bartolomé, Bartholomew.

b/c = buena cuenta. *Used in the phrase a b/c = a buena cuenta, on account, in part payment.*

Bern.o = Bernardo, Bernard.

B/L = bill of lading (*English*).

B. L. M. = besa la mano, kisses your hand.

B. L. P. = besa los pies, kisses your feet.

B.o = Banco, bank.

b/p = bueno por, good for.

Br. = Bachiller, Bachelor (*academic title*).

bri. = barril, barrel.

byes. = bocoyes, hogsheads.

## C

C. = centígrado, centigrade.

c. or c/ = cargo, charged to, drawn on, on; contra, against; corriente, current, present, inst.; cuenta, account; capítulo, chapter; cuyo, -a, whose, of which, which.

- C.<sup>a</sup>** = *Compañía*, Company.  
**c/a** = *cuenta abierta*, open account.  
**C. A. F.** = *coût, assurance, et fret (French)*, cost, insurance, and freight.  
**cap.** = *capítulo*, chapter; *capital*, capital.  
**Capn.** = *Capitán*, Captain.  
**cap.<sup>o</sup>** = *capítulo*, chapter.  
**Capt.** = *Capitán*, Captain.  
**c. c. or c/c** = *cuenta corriente*, current account; *cuya cuenta*, whose account, which account; *cuyo cargo*, to whose charge, on whom.  
**c/cta** = *cuya cuenta*, whose account, which account.  
**c/cte** = *cuenta corriente*, current account.  
**c/d** = *cuenta de*, on account of, charged to.  
**c.do** = *cuando*, when; *contado* (*used in the phrase al c.do* = *al contado*, cash, for cash).  
**cents.** = *centavos*, cents.  
**cénts.** = *céntimos*, centimes.  
**C. F.** = *costo del flete*, freight-charge; *caballo de fuerza*, horse-power.  
**cg.** = *centigramo*, centigram.  
**cgo.** = *cargo*, charge.  
**Cía. or C.<sup>ia</sup>** = *Compañía*, Company.  
**cl.** = *centilitro*, centiliter.  
**Clem.<sup>to</sup>** = *Clemente*, Clement.  
**cllo.** = *cuartillo*, pint or fourth part of a peck.  
**cm.** = *centímetro*, centimeter.  
**C. M. B.** = *cuya mano beso*, whose hand I kiss.  
**c/o de** = *cargo de*, charged to, drawn on, on.  
**col.** = *colonia*, colony; *columna*, column.  
**col.<sup>a</sup>** = *colonia*, colony; *columna*, column.  
**com.** = *comisión*, commission.  
**comis.** = *comisario*, manager.  
**comis.<sup>o</sup>** = *comisario*, manager.  
**com.<sup>o</sup>** = *comercio*, business.  
**Comp.** = *Compañía*, Company.  
**Comp.<sup>a</sup>** = *Compañía*, Company.  
**comps.** = *compañeros*, partners.  
**com.** = *comerciante*, merchant.  
**conocim.<sup>to</sup>** = *conocimiento*, bill of lading.  
**consig.** = *consignación*, consignment.  
**consig.<sup>a</sup>** = *consignación*, consignment.  
**consig.<sup>ón</sup>** = *consignación*, consignment.  
**cons.<sup>o</sup>** = *consejo*, advice, council, board.  
**conv.<sup>to</sup>** = *conveniente*, convenient, proper, fitting.  
**corr.** = *corriente*, current, present, inst.  
**corr.<sup>to</sup>** = *corriente*, current, present, inst.  
**C. P. B.** = *cuyos pies beso*, whose feet I kiss.  
**cps.** = *compañeros*, partners.  
**c/r** = *cuenta y riesgo*, for account and risk of.  
**crec.<sup>to</sup>** = *creciente*, increasing, rising.  
**cs.** = *cuartos*, quarters, fourths; *centavos*, cents; *céntimos*, centimes; *cajas*, boxes.  
**ct.** = *centavo*, cent.



cta. = cuenta, account.  
 cta. cte. = cuenta corriente, current account.  
 cta. d/v = cuenta de venta, account of sales.  
 c.ta sim.da = cuenta simulada, pro forma account, memorandum.  
 cte. = corriente, current, present, inst.  
 cto. or c.to = cuarto, quarter, fourth; cuanto, as much as, all that.  
 c/u = cada uno, -a, each, each one.  
 c/v = cuenta de venta, account of sales; correo vuelto, return mail.  
 cy. = currency (*English*).

## D

D. = Don, Mr.  
 d. = día, day; de, of, from.  
 Da. = Doña, Mrs., Miss.  
 d/c = dinero contante, cash.  
 dcho. = derecho, right, right-hand.  
 DD. = Doctores, Doctors.  
 desc. = descuento, discount.  
 desc.to = descuento, discount.  
 D. F. = Distrito Federal, Federal District.  
 d. f. or d/f = días fecha, days from date.  
 dfh. = días fecha, days from date.  
 d/fha = días fecha, days from date.  
 Dg. = decagramo, decagram.  
 dg. = decigramo, decigram.  
 dho. = dicho, said, aforesaid.  
 dic. = diciembre, December.

dic.bre or 10bre or Xbre = diciembre, December.  
 dic.º or 10º or Xº = diciembre, December.  
 Dl. = decalitro, decaliter.  
 dl. = decilitro, deciliter.  
 D. M. = Dios mediante, please God.  
 Dm. = decámetro, decameter.  
 dm. = decímetro, decimeter.  
 d/m = dos meses, two months.  
 Dn. = Don, Mr.  
 d.aa = docena, dozen.  
 doc. = docena, dozen.  
 Doct. = Doctor, Doctor.  
 doc.to = documento, document.  
 docum.to = documento, document.  
 dom. = domingo, Sunday.  
 Dom.º = Domingo, Dominic.  
 dom.º = domingo, Sunday.  
 D.or = deudor, debtor.  
 doz. = docena, dozen.  
 d/p = días plazo, days' time (*i.e.*, a time or term of so-and-so many days).  
 Dr. = Doctor, Doctor; deudor, debtor.  
 dro. = derecho, right, right-hand, duty.  
 d.to = descuento, discount; depósito, deposit.  
 d.to a p. = depósito a plazo, time deposit.  
 d.to a v. = depósito a vista, sight deposit.  
 dup.do = duplicado, duplicate.  
 d/v = días vista, days from sight.  
 d/v/s = días vista sobre, days from sight on (*i.e.*, drawn on . . . , at . . . days from sight).

**E**

**E.** = este, east.  
**e/c** = en cuenta, on account.  
**EE. UU. de A.** = Estados Unidos de América, United States of America, U. S. A.  
**en.o** = enero, January.  
**ent.o** = entretanto, meanwhile.  
**E. P. D.** = en paz descanse, may he rest in peace, R. I. P.  
**E. P. M.** = en propia mano, in one's own hands, to be delivered in person.  
**escrit.a** = escritura, writing; deed, contract.  
**escriñ.a** = escribanía, notary public's office.  
**escrno.** = escribano, notary public.  
**E. S. M.** = estrecha su mano, shakes your hand.  
**est.ble** = estimable, esteemed.  
**est.da** = estimada, favor.  
**etc. or &a** = etcétera, and so forth, etc.  
**E. U. A.** = Estados Unidos de América, United States of America, U. S. A.  
**E. U. de A.** = Estados Unidos de América, United States of America, U. S. A.  
**Eug.o** = Eugenio, Eugene.

**F**

**F.** = Fulano, So-and-so, John Doe.  
**f.** = franco, franc; favor, favor.  
**fa.** = factura, invoice, bill.  
**f. a. b.** = franco a bordo, free on board, f. o. b.  
**fac.** = factura, invoice, bill.  
**fact.** = factura, invoice, bill.

**fact.a** = factura, invoice, bill.  
**fav.da** = favorecida, favor.  
**F. C.** = ferrocarril, railroad.  
**F.∞** = Francisco, Francis.  
**f.∞** = franco, franc, free.  
**fcs.** = francos, francs.  
**F. de T.** = Fulano de Tal, So-and-so, John Doe.  
**feb.o** = febrero, February.  
**Fern.do** = Fernando, Ferdinand.  
**fha.** = fecha, date.  
**fhdo.** = fechado, dated.  
**fho.** = fecho, issued, executed (*used of documents*).  
**fin.do** = finado, late (*deceased*).  
**f.o** = folio, folio, page; franco, franc.  
**f. o. b.** = free on board (*English*).  
**fol.** = folio, folio, page.  
**Fr.** = Fray, Brother (*member of a religious order*).  
**fr.** = franco, franc.  
**fra.** = factura, invoice, bill.  
**Franc.o** = Francisco, Francis.  
**Frnz.** = Fernández, a common family name.  
**fund.** = fundador, founder.  
**fv.da** = favorecida, favor.  
**Fz.** = Fernández, a common family name.

**G**

**G. or G/** = giro, draft; gracias, thanks.  
**g.** = gramo, gram; guarde, may He keep.  
**g.de** = guarde, may He keep.  
**Gen.l** = General, General.  
**G.o** = Gonzalo, a common first name.  
**gob.o** = gobierno, government.

gob.<sup>r</sup> = gobernador, Governor.  
 Gonz. = González, a common family name.  
 gr. = gramo, gram.  
 gra. = gruesa, gross.  
 gral. = general, general.  
 Greg.<sup>o</sup> = Gregorio, Gregory.  
 g.<sup>ro</sup> = género, sort, material, cloth.  
 gr.<sup>os</sup> = géneros, goods.  
 g.<sup>ta</sup> = goleta, schooner.  
 gue. = guarde, may He keep.  
 Guill.<sup>o</sup> = Guillermo, William.  
 G. y P. = ganancias y pérdidas, profit and loss.

## H

h. = hora, hour.  
 Hg. = hectogramo, hectogram.  
 Hl. = hectolitro, hectoliter.  
 Hm. = hectómetro, hectometer.  
 Hno. = Hermano, Brother.  
 Ho. = Hermano, Brother.  
 hol. = holandés, -a, Dutch.  
 H. P. = horse-power (*English*).  
 hta. = hasta, until, even.

## I

ib. = ibidem (*Latin*), in the same place.  
 ibid. = ibidem (*Latin*), in the same place.  
 id. or fd. = idem (*Latin*), ditto.  
 i.e. = id est (*Latin*), that is.  
 Ign.<sup>o</sup> = Ignacio, Ignatius.  
 Ildef.<sup>o</sup> = Ildefonso, Alphonse.  
 imp.<sup>e</sup> = importe, amount.  
 Int. & Desc. = intereses y descuentos, interests and discounts.  
 intend.<sup>to</sup> = intendente, superintendent.

it. or ft. = item (*Latin*), also.  
 iz.<sup>do</sup> = izquierdo, left, left-hand.  
 izqdo. = izquierdo, left, left-hand.  
 izq.<sup>o</sup> = izquierdo, left, left-hand.

## J

Jac.<sup>to</sup> = Jacinto, Hyacinth.  
 J. C. = Jesucristo, Jesus Christ.  
 Jerón.<sup>o</sup> = Jerónimo, Jerome.  
 Jhs. = Jesús, Jesus.  
 Jph. = José, Joseph.  
 juev. = jueves, Thursday.  
 Jul.<sup>a</sup> = Julián, Julian.

## K

K. = kilogramo, kilogram; kilómetro, kilometer.  
 Kg. = kilogramo, kilogram.  
 Kl. = kilolitro, kiloliter.  
 Km. = kilómetro, kilometer.

## L

L. or L/ = letra, draft; libra, pound (*the English coin*); Licenciado, Licentiate (*academic title*).  
 l. = letra, draft; litro, liter; ley, law; libro, book.  
 l. a. b. = libre a bordo, free on board, f. o. b.  
 lb. = libra, pound (*weight*).  
 lb.<sup>a</sup> = libra, pound (*weight*).  
 L. B. L. M. = le besa la mano, kisses your hand.  
 L. B. L. P. = le besa los pies, kisses your feet.  
 L.<sup>do</sup> = Licenciado, Licentiate (*academic title*).  
 lib. = libro, book; libra, pound (*weight*); libranza, draft.  
 lib.<sup>o</sup> = libro, book.



**Lic.** = **Licenciado**, Licentiate (*academic title*).

**Lic.do** = **Licenciado**, Licentiate (*academic title*).

**lín.** = **línea**, line.

**liq.<sup>n</sup>** = **liquidación**, liquidation, settlement.

**Lor.<sup>zo</sup>** = **Lorenzo**, Lawrence.

**L. S.** = **locus sigilli** (*Latin*), the place of the seal, stamp here.

**lts.** = **litros**, liters.

**lun.** = **lunes**, Monday.

### M

**m.** = **metro**, meter; **marco**, mark (*the German coin*); **mes**, month;

**minuto**, minute; **mi**, my; **mañana**, to-morrow, morning, A.M.

**M.<sup>a</sup>** = **María**, Mary.

**Man.<sup>l</sup>** = **Manuel**, Emanuel.

**mañ.** = **mañana**, to-morrow, morning, A.M.

**Marg.<sup>ta</sup>** = **Margarita**, Margaret.

**mart.** = **martes**, Tuesday.

**may.<sup>mo</sup>** = **mayordomo**, superintendent.

**m/c** = **mi cuenta**, my account; **mi cargo**, my charge.

**m/c. c.** = **mi cuenta corriente**, my current account.

**meng.** = **menguante**, decreasing, diminishing.

**mercads.** = **mercaderías**, merchandise.

**mercs.** = **mercancías**, merchandise.

**met.** = **metro**, meter.

**m/f** = **meses fecha**, months from date; **mi favor**, my favor.

**m/fac.** = **mi factura**, my invoice or bill.

**m/fha.** = **meses fecha**, months from date.

**mg.** = **miligramo**, milligram.

**mgr.** = **miligramo**, milligram.

**miérc.** = **miércoles**, Wednesday.

**Mig.<sup>l</sup>** = **Miguel**, Michael.

**milés.<sup>s</sup>** = **milésimas**, thousandths.

**min.<sup>o</sup>** = **ministro**, minister (*governmental*); **ministerio**, ministry (*governmental*).

**m/L** = **mi letra**, my draft.

**Mm.** = **mirímetro**, myriameter.

**mm.** = **milímetro**, millimeter.

**m/m** = **más o menos**, more or less.

**m/n** = **moneda nacional**, national currency.

**m/o** = **mi orden**, my order.

**m/p** = **mi pagaré**, my promissory note.

**m/r** = **mi remesa**, my remittance or shipment.

**Mrn.** = **Martín**, Martin.

**Mrnz.** = **Martínez**, a common family name.

**mrz.** = **marzo**, March.

**M. S.** = **manuscrito**, manuscript.

**m.<sup>s</sup> a.<sup>s</sup>** = **muchos años**, many years.

**ms/p** = **meses plazo**, months' time (*i.e., a time or term of so-and-so many months*).

**ms/v** = **meses vista**, months from sight.

**mtd.** = **mitad**, half.

**m/v** = **mi vale**, my promissory note.

### N

**N.** = **norte**, north.

**n. or n/** = **noche**, night, evening, P.M.; **nuestro**, -a, our.



**N. A.** = Norte América, North America.

**N.ª S.ª** = Nuestra Señora, Our Lady.

**N. B.** = nota bene (*Latin*), note.

**n/c** = nuestra cuenta, our account.

**n/c. c.** = nuestra cuenta corriente, our current account.

**n/f** = nuestro favor, our favor.

**n/fac.** = nuestra factura, our invoice or bill.

**n/L** = nuestra letra, our draft.

**n.º** = número, number.

**n/o** = nuestra orden, our order.

**nov.** = noviembre, November.

**nov.bre or 9bre or IXbre** = noviembre, November.

**nov.º or 9º or IXº** = noviembre, November.

**n/p** = nuestro pagaré, our promissory note.

**n/r** = nuestra remesa, our remittance or shipment.

**nro.** = nuestro, our.

**N. S.** = Nuestro Señor, Our Lord.

**N. S. J. C.** = Nuestro Señor Jesucristo, Our Lord Jesus Christ.

**ntro.** = nuestro, our.

**núm.** = número, number.

**núm.º** = número, number.

**n/v** = nuestro vale, our promissory note.

## O

**O.** = oeste, west.

**o.** = orden, order; oro, gold.

**Ob/a C.** = obligaciones a cobrar, bills receivable.

**Ob/a P.** = obligaciones a pagar, bills payable.

**oct.** = octubre, October.

**oct.bre or 8bre or VIIIbre** = octubre, October.

**oct.º or 8º or VIIIº** = octubre, October.

**o/de** = orden de, order of.

**on.** = onza, ounce.

**onz.** = onza, ounce.

**ord.** = orden, order.

**6rd.** = 6rdenes, orders.

**org.<sup>l</sup>** = original, original.

**orn.** = orden, order.

**oz.** = onza, ounce.

## P

**P.** = Papa, Pope; Padre, Father.

**P % or simply %** = por ciento, per cent.

**p. or p/** = por, by, for; para, for, in order to; peso, dollar; pagaré, promissory note; plazo, term, time; pregunta, question.

**P. A.** = por autorización, by authority; por ausencia, in the absence.

**p.ª** = para, for, in order to.

**pág.** = página, page.

**paq.** = paquete, package.

**Part.** = partida, item, entry.

**p. b.** = piso bajo, ground floor.

**p.ble.** = posible, possible.

**Pbro.** = presbítero, priest.

**p/cta** = por cuenta, for account.

**P. D.** = posdata, postscript, P. S.

**pdo.** = pasado, past, last.

**P.º** = Padre, Father.

**p. e.** = por ejemplo, for example.

**p. ej.** = por ejemplo, for example.

**Pérd.ª & Gan.ª** = pérdidas y ganancias, profit and loss.

**perg.** = pergamino, parchment, diploma.

**pf.** = peso fuerte, dollar.

**pg.do** = pagadero, payable.

**pg.dro** = pagadero, payable.

**p. m/c** = por mi cuenta, on my account.

**pno.** = pergamino, parchment, diploma.

**P. O.** = por orden, by order.

**P.º** = Pedro, Peter.

**p.º** = peso, dollar, weight; pero, but.

**p.º n.º** = peso neto, net weight.

**po. nto.** = peso neto, net weight.

**p.º v.º** = próximo venidero, next, proximo, prox.

**P. P. or p. p. or pp.** = porte pagado, post-paid, freight paid; por poder, by power of attorney.

**ppdo. or pp.do or p. p.do** = próximo pasado, last, ult.

**pr.** = por, by, for.

**pral.** = principal, principal, main floor.

**presb.** = presbítero, priest.

**priv.** = privilegio, privilege, grant, patent, franchise, copyright.

**prod. liq.** = producto líquido, net proceeds.

**pról.** = prólogo, prologue, introduction.

**pror.** = procurador, attorney.

**Prov.ª** = Provincia, Province.

**prov.or** = provisor, purveyor, contractor.

**próx.º** = próximo, next, proximo, prox.

**P. S.** = post scriptum (*Latin*), postscript, P. S.

**p. s/c** = por su cuenta, on your account.

**P. S. M.** = por su mandato, by your order.

**pta.** = peseta, peseta; plata, silver.

**pte.** = presente, present, this letter, city; parte, part.

**pto.** = puerto, port.

**púb.º** = público, public.

**px.mo** = próximo, next, proximo, prox.

**pxo.** = próximo, next, proximo, prox.

**pza.** = pieza, piece.

## Q

**q.** = que, who, which, that.

**Q. B. S. M.** = que besa su mano, who kisses your hand.

**Q. B. S. P.** = que besa sus pies, who kisses your feet.

**q.da** = queda, remains.

**Q. D. D. G.** = que de Dios goce, may he be in God's keeping, R. I. P.

**Q. D. E. P.** = que descanse en paz, may he rest in peace, R. I. P.

**Q. D. G.** = que Dios guarde, may God keep him.

**q.º** = que, who, which, that.

**Q. E. G. E.** = que en gloria esté, may he rest in peace, R. I. P.

**Q. E. P. D.** = que en paz descansa, may he rest in peace, R. I. P.

**Q. G. G.** = que gloria goce, may he rest in peace, R. I. P.

**ql.** = quintal, hundredweight.

**Q. L. B. L. M.** = que le besa la mano, who kisses your hand.

**Q. L. B. L. P.** = *que le besa los pies*, who kisses your feet.

**qq.** = *quintales*, hundredweights.

**qq.<sup>s</sup>** = *quintales*, hundredweights.

**Q. S. G. H.** = *que santa gloria haya*, may he rest in peace,  
**R. I. P.**

**Q. S. M. B.** = *que su mano besa*, who kisses your hand.

**Q. S. P. B.** = *que sus pies besa*, who kisses your feet.

**qu.** = *quien*, who, whom.

## R

**R.** = *Reverendo*, Reverend; *Reverencia*, Reverence.

**R. or r.** = *remesa*, remittance or shipment; *respuesta*, answer; *responde*, answers.

**rbí.** = *recibí*, I received.

**rbms.** = *recibimos*, we received.

**Rdo.** = *Reverendo*, Reverend.

**Rdo. P.** = *Reverendo Padre*, Reverend Father.

**R.<sup>o</sup>** = *récipe*, prescription.

**resp.ble** = *respetable*, esteemed.

**resp.ta** = *respuesta*, answer.

**R. I. P.** = *requiescat in pace* (*Latin*), may he rest in peace.

**rl.** = *real*, real (*a small coin*).

**Rmrz.** = *Ramírez*, a common family name.

**R. P.** = *respuesta pagada*, reply paid for.

**rs.** = *reales*, reals (*see rl.*).

## S

**S.** = *su*, your; *seguro*, faithful; *servidor*, servant; *Sociedad*, Society, Company; *sur*, south; *San or Santo*, -a, saint.

**s. or s/** = *su*, your; *sobre*, on; *según*, according to.

**S. A.** = *Sud América*, South America; *sociedad anónima*, impersonal partnership, joint stock company, corporation.

**Sa.** = *Señora*, Mrs., Madam.

**sáb.** = *sábado*, Saturday.

**Sb.<sup>a</sup>** = *Sebastián*, Sebastian.

**s.bre or 7bre or VIIbre** = *septiembre*, September.

**s/c** = *su cuenta*, your account; *su cargo*, your charge; *su casa*, your house or firm.

**s/c.c.** = *su cuenta corriente*, your current account.

**s/co.** = *su cargo*, your charge.

**S. D.** = *se despide*, takes leave, says good-by, p. p. c. (*pour prendre congé*).

**secret.<sup>a</sup>** = *secretaría*, secretary's office, secretaryship.

**seg. serv.** = *seguro servidor*, faithful servant.

**S. en C.** = *Sociedad en Comandita*, Limited Company, Ltd.

**sept.bre or 7bre or VIIbre** = *septiembre*, September.

**sept.<sup>o</sup> or 7<sup>o</sup> or VII<sup>o</sup>** = *septiembre*, September.

**serv.<sup>o</sup>** = *servicio*, service.

**serv.or** = *servidor*, servant.

**set.bre or 7bre or VIIbre** = *septiembre*, September.

**set.<sup>o</sup> or 7<sup>o</sup> or VII<sup>o</sup>** = *septiembre*, September.

**S. E. u O.** = *salvo error u omisión*, errors and omissions excepted.

**s/f** = *su favor*, your favor.

**s/fac.** = *su factura*, your invoice or bill.



**s/g** = **sin gastos**, without charge.

**sig.<sup>to</sup>** = **siguiente**, following.

**s/L** = **su letra**, your draft.

**s/m** = **sobre mí**, on me.

**S. N.** = **Servicio Nacional**, National Service.

**S.n** = **San**, Saint.

**s/n** = **sobre nosotros**, on us.

**s/o** = **su orden**, your order.

**Sor.** = **Señor**, Mr., Sir.

**s/p** = **su pagaré**, your promissory note.

**spre.** = **siempre**, always.

**Sr.** = **Señor**, Mr., Sir.

**s/r** = **su remesa**, your remittance or shipment.

**Sra.** = **Señora**, Mrs., Madam.

**sre.** = **sobre**, on.

**Sres.** = **Señores**, Messrs., Sirs.

**Srta.** = **secretaría**, secretary's office, secretaryship.

**srio.** = **secretario**, secretary.

**Srta.** = **Señorita**, Miss, Madam.

**S. S.** = **seguro servidor**, faithful servant; **seguros servidores**, faithful servants.

**SS.no** = **escribano**, notary public.

**S. S. S.** = **su seguro servidor**, your faithful servant; **sus seguros servidores**, your faithful servants.

**SS. SS. or ss. ss.** = **seguros servidores**, faithful servants.

**Sta.** = **Santa**, Saint.

**Sto.** = **Santo**, Saint.

**Suc/res** = **Sucesores**, Successors.

**sup.** = **suplica**, requests, begs.

**súp.** = **súplica**, request.

**super.<sup>to</sup>** = **superintendente**, superintendent.

**supert.<sup>to</sup>** = **superintendente**, superintendent.

**supl.<sup>to</sup>** = **suplente**, substitute.

**sup.<sup>to</sup>** = **suplicante**, petitioner.

**s/v** = **su vale**, your promissory note.

**S. Y. u O.** = **salvo yerro u omisión**, errors and omissions excepted.

## T

**t.** = **tarde**, afternoon, late.

**ten.<sup>to</sup>** = **teniente**, deputy, lieutenant.

**test.mto** = **testamento**, testament, will.

**test.<sup>o</sup>** = **testigo**, witness.

**tít.** = **título**, title.

**tít.<sup>o</sup>** = **título**, title.

**tlf.** = **teléfono**, telephone.

**t.o** = **tomo**, volume.

**tom.** = **tomo**, volume.

**ton.s** = **toneles**, casks.

**tpo.** = **tiempo**, time.

**trib.<sup>l</sup>** = **tribunal**, court.

## U

**U.** = **usted**, you.

**Ud.** = **usted**, you.

**últ.<sup>o</sup>** = **último**, last, ultimo, ult.

## V

**V.** = **usted**, you.

**V. or v.** = **valor**, value; **vale**, promissory note; **véase**, see; **vapor**, steamer.

**v/a** = **vista**, sight.

**v.ble** = **vencible**, due.

**v/c** = **vuelta de correo**, return mail.

**Vd.** = **usted**, you.

**Vda.** = **viuda**, widow.

**v.<sup>o</sup>** = **vale**, promissory note.



**venct.<sup>o</sup>** = vencimiento, maturity  
(*i.e., date a payment is due*).

**v. g. or vg.** = verbigracia, for example.

**v. gr.** = verbigracia, for example.

**Vict.<sup>a</sup>** = Victoria, Victoria.

**Vic.<sup>to</sup>** = Vicente, Vincent.

**vier.** = viernes, Friday.

**Vm.** = Vuestra Merced, Your Grace; usted, you.

**Vmd.** = Vuestra Merced, Your Grace; usted, you.

**vn.** = vellón, wool, vellón (*a small coin*).

**V.<sup>o</sup> B.<sup>o</sup>** = visto bueno, approved, O.K.

**vol.** = volumen, volume; voluntad, good will.

**v. p.** = vale por, promissory note for.

**vro.** = vuestro, your.

**vta.** = vista, sight; vuelta, return.

**vto.** = vuelto, returned, return.

**V.V. or VV.** = ustedes, you.

## X

**X.<sup>mo</sup>** = diezmo, tithe, tenth.

**xpiano.** = cristiano, Christian.

**Xpo.** = Cristo, Christ.

**xptiano.** = cristiano, Christian.

**Xpto.** = Cristo, Christ.

**Xptóbal.** = Cristóbal, Christopher.

## Y

**yds.** = yardas, yards.

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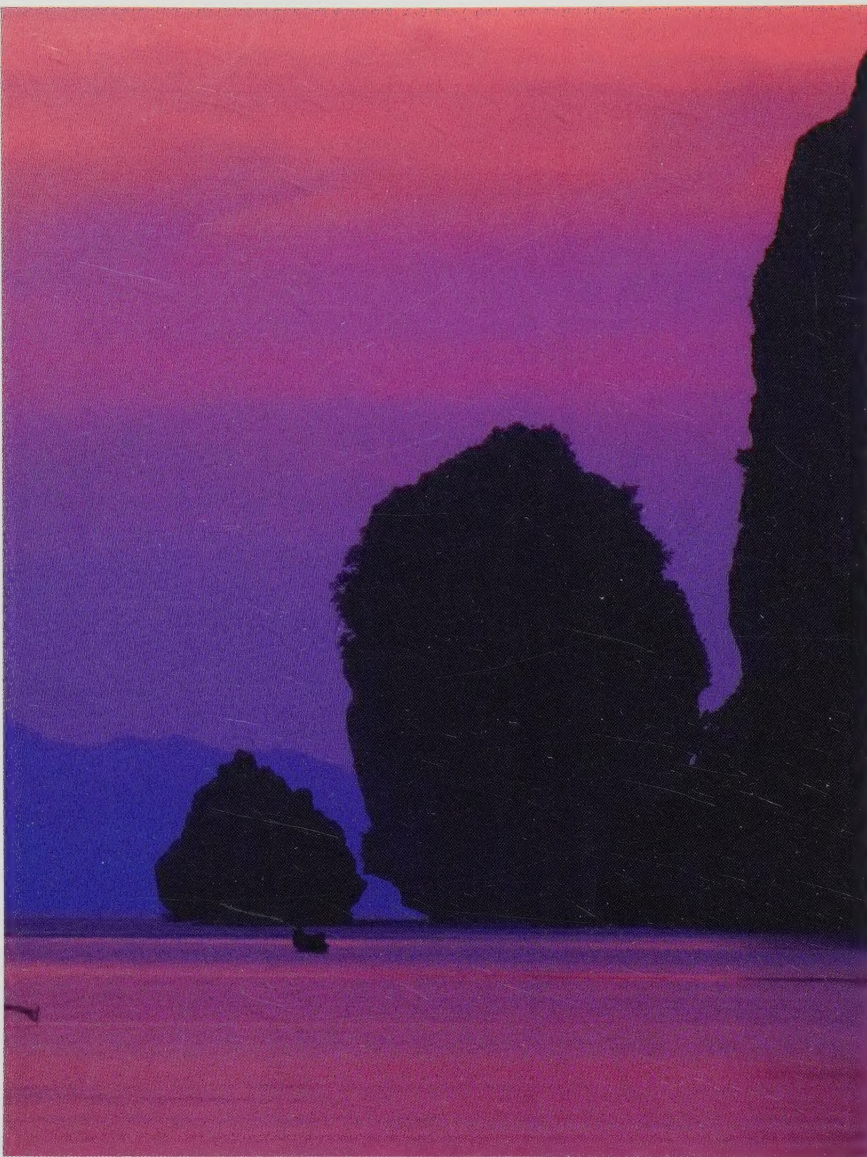




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